



JOB POSTING

LANGUAGE PROGRAMS ADMINISTRATIVE ASSISTANT

The First Peoples' Cultural Council is a First Nations-run Crown corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia. We are looking for an energetic and detail-oriented Language Programs Assistant to join our team in supporting the success of language revitalization programs in First Nation communities in BC. This position is based out of the FPCC office in Brentwood Bay.

Summary

The Language Programs Assistant supports the Language Programs on all language grant programs and related activities, contributing to the effective programming and community support needed to ensure that the First Peoples' Cultural Council (FPCC) meets its mandate with respect to the revitalization of the First Nations languages of B.C.

Responsibilities:

- Provide administrative support to the Language Program and assist in all Language Program activities and initiatives as required
- Responsible for maintaining the financial records for Language Program grants, including:
 - developing and updating grant control sheets
 - scheduling and tracking payments
 - reconciling grant payments with final reporting
 - preparing grant adjustments and invoices
 - tracking grant funding by funder
- Update the grants management database and related files on a daily basis, completing data entry where necessary
- Prepare funding applications and reports, including gathering and compiling project and grant data
- Assist in the assessment of files including keeping files up to date and following up on missing documents
- Assist in the collection of data for the program, annual program report and other initiatives
- Create letters, forms, lists and reports as required
- Assist in the planning and coordination of program meetings, Peer Review Committee meetings, events and workshops as required
- Prepare meeting and/or workshop materials as directed (binders, kits, etc).
- Respond to general inquiries and specific project inquiries for all language programs
- Organize and complete mail-outs
- Other duties as required
- Other duties as required.



Skills and Abilities

- Exceptional attention to detail
- Experience with online databases, including data entry and administration
- Experience with basic financial procedures, such as budget management or basic bookkeeping
- Exceptional computer skills, including a high degree of comfort with the MS Office Suite including Word, Excel, and Outlook
- Demonstrated administrative skills, including organizational skills
- Strong verbal and written communication skills, including excellent spelling, punctuation and grammar
- Ability to work with confidential and sometimes sensitive information
- Demonstrated ability to work productively under pressure to meet deadlines and with limited supervision
- Experience working in a fast paced environment with quickly changing priorities
- Demonstrated time management skills
- Demonstrated tact and judgment in interpersonal relationships
- Ability to work independently and in cooperation with others
- Knowledge of and experience working with First Nations and Indigenous communities in B.C. an asset
- Knowledge of BC First Nations' communities and/or languages an asset

Education & Training

A relevant post-secondary certificate or degree focused on administration, office management, language and culture, communications, or an acceptable combination of equivalent education, training or experience in related fields, supplemented by at least three years of related experience.

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter to HR@fpcc.ca by 4:00PM August 2, 2021.

Applicants of Indigenous, Metis or Inuit ancestry and are strongly encouraged to apply and will be given preference.. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.