



## **JOB POSTING**

### **Language Programs Admin Assistant**

**(Remote due to COVID-19)**

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 growing 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 Admin Assistant supports the Language Programs on all language 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
- Create letters, forms, lists and reports as required
- Assist in the planning and coordination of program meetings, events and training workshops as required, including the preparation of meeting and training materials
- Respond to general inquiries and specific project inquiries for all language programs
- Respond to general public requests as directed (mail out handbooks, posters or brochures when requested)
- Communicate, directly and by correspondence, to recipients regarding all language programs as directed
- Assist in the evaluation and monitoring of the FPCC projects funded
- Maintain and organize Language Program files and records, including files in the Language Program database
- Assist in the assessment of files including keeping files up to date and following up on missing reports.
- Assist in the collection of data for the program, annual program report and other initiatives.
- Assist in the development of annual program goals and initiatives
- Other duties as required.



## **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 two years of related experience.

## **Skills and Abilities**

Must possess demonstrated ability as outlined below:

- Demonstrated solid organizational skills
- Good research and writing skills
- Strong verbal and written communication skills
- Experience doing database entry and administration
- Exceptional computer skills on PC and MAC, including familiarity with MS Office Suite including Word, Excel, Access, Power Point and Outlook
- Ability to work with confidential and sometimes sensitive information
- Demonstrated ability to work well under pressure to meet deadlines
- Ability to adjust priorities quickly
- Good team player
- Demonstrated attention to detail
- Demonstrated time management skills
- Demonstrated tact and judgment in interpersonal relationships
- Excellent telephone manner
- Ability to work independently and in cooperation with others
- Knowledge of and experience working with First Nations and Indigenous communities in B.C.
- Experience working in a fast-paced environment
- Ideally brings an Indigenous point of view and an understanding of the importance of what FPCC does and the value of Indigenous arts, heritage, languages and cultures
- Interest in and knowledge of First Nations issues in B.C.

For more information about the First Peoples' Cultural Council, visit: [www.fpcc.ca](http://www.fpcc.ca)

**Please send a resume and covering letter to [HR@fpcc.ca](mailto:HR@fpcc.ca) by 4:00pm, September 17, 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.*