



Arts Program Administrative Assistant

Victoria, B.C.

Join a growing team, dedicated to revitalizing B.C.'s Indigenous languages, arts, cultures and heritage. We are small but mighty and we are making a difference. The First Peoples' Cultural Council (FPCC) is a First Nations-run Crown corporation looking to fill an ARTS PROGRAM ASSISTANT position to support the success and impact of our programs.

The Arts Program Assistant reports to the Arts Program Manager to ensure effective administration and smooth operations of all aspects of arts programming. As an integral member of the Arts team, you will work with a dedicated and collaborative team to make meaningful contributions to revitalizing indigenous art in B.C. If you enjoy a dynamic, fast-paced organization with supportive colleagues, we look forward to hearing from you.

Who We Are:

FPCC is a First Nations-led provincial Crown corporation mandated to support Indigenous language, arts, and cultural heritage revitalization in British Columbia.

What We Offer:

- We value your work-life balance and family/community time
- Dental, extended health and vision care for you and your family.
- B.C. Public Service Pension
- Additional statutory holidays, including National Indigenous Peoples' Day and National Day of Truth and Reconciliation
- Training and professional development opportunities to grow your career and skills
- Travel opportunities to conferences and community events

What You Will Do:

Program Administration

- Maintain knowledge of FPCC Arts Program standards, policies, procedures and guidelines, in order to understand and anticipate the support requirements.
- Exercise diplomacy in dealings with colleague, clients and other external contacts. Respectfully handle highly confidential information and processes.
- Respond to telephone enquiries and provide the information callers require or refer them to the appropriate team member.
- Manage general Arts Program inbox, corresponds with FPCC office admin to respond to arts related emails, voicemails and faxes.



- Support the Arts Program manager with the administration of program priorities and day to day activities. Assist with arts related assignments and special projects as assigned.
- Coordinate Arts Program meetings and related events, travel arrangements and business expense claim forms.
- Draft and proof letters, guides and other external correspondence with a keen attention to detail.
- Maintain SharePoint and Common Drive system and organization. Retrieve electronic and paper files from storage as needed.
- Coordinate with the Communications Team regarding Arts related posts/social media/website updates via JIRA, email and MS Teams.

Grant Support

- Review incoming proposals for completeness using the provided guidelines.
- Receive any hard copy grant proposals and uploads to grant portal and files paper form appropriately.
- Work with internal Grant Portal system to ensure completeness of data and generate reports as required.
- Participate and take minutes at program meetings as required.

What You Will Bring:

Relevant post-secondary certificate focused on office procedures or management, arts, culture, communications, or an acceptable combination of equivalent education, training or experience in related fields along with 2+ years' experience in an administrative support role.

Skills and Abilities That Would Help You Succeed:

- Good understanding of, and experience with, the First Nations context in British Columbia.
- Exceptional computer skills including familiarity with MS Office Suite including Word, Excel, Access, Power Point, Outlook, SharePoint and Teams.
- Excellent oral and written communication skills.
- Demonstrated tact and judgment in interpersonal relationships. Ability to respond and problem-solve effectively to sensitive issues, inquiries and complaints.
- Ability to work with confidential and sometimes sensitive information.
- Demonstrated ability to work well under pressure to meet deadlines.



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- Demonstrated attention to detail and strong file management, organizational and research skills.
- Excellent team player who works well independently and with others.
- Learns new systems quickly and efficiently.
- Interest in, and commitment to, First Nations arts revitalization, and its positive impact on community outcomes.

Working Conditions

The majority of work is done in a general office environment in Brentwood Bay. Travel may be required occasionally to conferences and communities in B.C. to support user training and user-research.

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

Please send a resume, covering letter and two writing samples to:

Light Your Path Capacity Building

Email: lightyourpath@telus.net

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply and will be given preference. Only short-listed candidates will be contacted for interview. All applications will be treated with strict confidentiality.

The First Peoples' Cultural Council is located in Brentwood Bay and is grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOLEŁP.

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. As a condition of employment, all employees are required to be fully vaccinated or be able to provide a medical exemption.