



FIRST PEOPLES'
CULTURAL COUNCIL

Office Manager

Victoria, B.C.

Join a growing team, dedicated to revitalizing First Nations arts, languages, cultures and heritage in British Columbia. The First Peoples' Cultural Council (FPCC) is looking to fill an **OFFICE MANAGER** position to support the success and impact of our programs.

The Office Manager (OM) provides direction and support to all staff and is responsible for all office administration and procedures, to ensure organizational effectiveness, efficiency, and safety. The OM is responsible for streamlining administrative procedures, inventory control, coordinating all office administration functions, records management, facilities, clean energy management, managing the facility to support staff and overseeing emergency management, safety in the office and asset management, including leased assets.

If you are a passionate and experienced professional and are interested in working with a great team dedicated to work that supports cultural revitalization, we look forward to hearing from you!

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged.

Who We Are:

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to support B.C. First Nations arts, languages, cultures and heritage revitalization in British Columbia. You may learn more about us here: fpcc.ca/about-us

What We Offer:

- An equal opportunity, respectful and inclusive work environment.
- Travel opportunities to conferences and community events.
- Training and professional development opportunities to grow your career and skills.
- B.C. Public Service Pension.
- Dental, extended health and vision care for you and your family through Canada Life.
- We value your work-life balance and family/community time.

What You Will Do:

- **Administration**
 - Effectively manage and lead staff according to authorized personnel policies and procedures that conform to employment standards and regulations.



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- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
 - Non digital records management and establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval, and staff transfers.
 - Design, implement and oversee adherence of office policies and procedures.
 - Develop and maintain plans for office space needs.
 - Ensure FPCC is getting good value for money with goods and services we purchase (includes courier, supplies, postage, lease agreements etc).
 - Implement procedural and policy changes to improve operational efficiency.
 - Prepare operational reports and schedules to ensure efficiency.
 - Manage the BC Clean Energy Submission.
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- **Operations and Safety**
 - Act as point person for maintenance, mailing, shipping, supplies, equipment, office storage units, file storage, bills, and errands.
 - Organize office operations and procedures.
 - Perform review and analysis of special projects and keep management properly informed.
 - Identify maintenance, repairs, and office space management issues.
 - Ensure office cleanliness and a professional environment.
 - Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office.
 - Manage the FPCC workplace Safety Committee with support from the People and Culture team. Ensure new employees are oriented to office safety procedures and ensure safety measures of office building are followed.



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- Analyze and monitor internal processes to ensure that results are measured against milestones and adjust as necessary.
 - Responds to unanticipated events (fire, flood etc.) and manage any remediation required.
 - Work with Program Managers to provide overflow support to their programs as needed, hiring temporary staff and contractors as required.
 - Effectively manage temporary staff and contractors according to existing policies and procedures.
 - Attend managers and staff meetings and provides support, input and feedback as needed.
 - Collaborate with other managers and staff to provide support and input as needed.
 - Represent FPCC at community events, conferences and meetings as required.
- **Equipment and Assets**
 - Ensure office efficiency is maintained by carrying out planning and execution of non-IT equipment procurement, layouts, and office systems.
 - Coordinate with IT department on all IT related office equipment, phones and keys/fobs.
 - Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.
 - Manage contract and price negotiations with office vendors, service providers, and office lease.
 - Allocate available resources to enable successful task performance.
 - Participate actively in the planning and execution of company events.
 - Responsible for developing standards and promoting activities that enhance operational procedures.



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- **Financial**
 - Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances, and carrying out necessary corrections that may arise.
 - Review program financial statements and monitor projects to ensure that expenses are within budget and communicate with the CEO and/or Finance Manager to resolve concerns.
 - Forecast, prepare estimates and determine budget requirements, ensuring spending is maintained within these limits.
 - Develop annual budget and work plans associated with budgets for consideration by the CEO.
 - Comply with Climate Change targets and impacts.
 - Oversee and maintains control over approved budgets and expenditures for assigned responsibility areas and major projects in accordance with FPCC financial controls and administrative procedures.
 - Required to follow policies and procedures as outlined in the Finance Policy and Procedure Manual.
 - Has a strong business acumen and financial literacy and ability to understand processes related to reporting, budgeting, and forecasting.

What You Will Bring:

- Diploma/BSc/BA in office administration or relevant field is preferred along with 2+ years of solid office administrator experience in a busy, fast paced office and familiarity with office management procedures and basic accounting principles.
- Experience with paperless file management would be an asset.
- Combination of work experience and education also considered.

Required Skills and Abilities:



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- Outstanding leadership, communication and interpersonal abilities.
- Highly organized and detail oriented.
- Excellent interpersonal, oral and written communications skills with ability to build successful working relationships.
- Critical thinking and problem-solving skills.
- Ability to handle confidential information with discretion.
- Flexible and able to multi-task in a changing environment.
- The ability to be a self-starter and work independently.
- Strong skill set with Microsoft Office: Word, Excel and Outlook.
- Experience working with accounting systems or databases is an asset.
- Experience managing staff and contractors would be an asset.
- Ability to easily adapt as the situation demands, to meet strategic goals and objectives.
- Proven ability to be fiscally responsible and manage budgets as assigned.
- Knowledge of, and experience working with, BC First Nations and Indigenous communities would be an asset.

Working Conditions

- Most work is hybrid, partly done in a general office environment.
- Travel to attend meetings, conferences, seminars may be required.
- May be required to work occasional evenings and weekends.

The salary range for this position is **\$76,300 to \$82,000** based on experience and qualifications. The standard work week at FPCC is **35 hours**.

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

Please send a resume and covering letter to: hr@fpcc.ca

The posting will remain open until filled.



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

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority.