



**FIRST PEOPLES'**  
CULTURAL COUNCIL

## **Arts Administrative Assistant**

**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 **ARTS ADMINISTRATIVE ASSISTANT** position to support the success and impact of our program. This is a 1-year fixed term position.

The Arts Administrative Assistant reports to the Arts Program Manager and performs administrative support duties for all Arts Program activities, including varied office tasks. The Arts Administrative Assistant supports the mandate of the First Peoples' Cultural Council (FPCC) which is to assist B.C. First Nations languages, Arts and Culture Programs in their efforts to revitalize languages, arts, and culture

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](http://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.
- 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:**

The Arts Administrative Assistant provides support to all areas of the Arts Programs:

- Assists Arts Program Manager, Arts Program Associate and Arts Program Coordinator with arts related assignments and special projects.



- Manages general Arts Program inbox, corresponds with FPCC office admin to respond to arts related emails and voicemails
- Opens any paper form of incoming grant proposals and uploads to grant portal and files paper form appropriately
- Reviews incoming proposals for completeness using the provided guidelines
- Enters data with a keen attention to detail.
- Drafts and proofs letters, guides, and other external correspondence with a keen attention to detail. Communicates with Arts team to ensure all information is being communicated correctly
- Deals with highly confidential materials and processes.
- Assists with coordination of Arts Programs juries and other meetings.
- Takes minutes of meetings.
- Assists with travel arrangements, includes books flights, car rentals and hotels, and business expense claim forms.
- Answers telephone calls and provides the information callers require or refers them to the appropriate staff members.
- Receives faxes and transcribes any necessary documents to online files as needed
- Maintains knowledge of FPCC Arts Program standards, policies, procedures and guidelines, in order to understand and anticipate the support requirements.
- Maintains SharePoint and Common Drive system and organization. Retrieves electronic and paper files from storage as needed.
- Exercises diplomacy in dealings with clients and other external contacts.
- Performs other related duties as required.
- Works with internal Grant Portal system to generate data and reports
- Communicates with the Communications Team regarding Arts related posts/social media/website updates via JIRA, email, and MS Teams.

**What You Will Bring:**



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- 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
- 2 years experience in an administrative support role

#### **Required Skills and Abilities:**

- Demonstrated solid organizational and communication skills
- Exceptional computer skills including familiarity with MS Office Suite including Word, Excel, Access, Power Point, Outlook, SharePoint and Teams
- Good research and writing skills
- Good verbal and written communication skills
- Knowledge and experience of First Nations and Indigenous Communities in B.C.
- Ability to work independently and as part of a team
- Demonstrated tact and judgment in interpersonal relationships.
- Ability to work with confidential and sometimes sensitive information
- Demonstrated ability to work well under pressure to meet deadlines.
- Ability to adjust priorities quickly.
- Demonstrated interpersonal skills and proficiency in art and business vocabulary to effectively represent First Peoples' Council Arts Program
- Demonstrated attention to detail
- Demonstrated time management skills to complete work
- Learns new systems quickly and efficiently

#### **Working Conditions**

- Most work is hybrid, partly done in a general office environment.
- Travel will be required to conferences and communities in B.C. in order to support user training and user-research.



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The salary range for this position is **\$46,000 to \$48,000** 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](http://www.fpcc.ca)

**Please send a resume and covering letter to:** [hr@fpcc.ca](mailto:hr@fpcc.ca)

**The posting will remain open until filled.**

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 W̱JOLEŁP.

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