



**BC Aboriginal
Child Care Society**

JOB OPPORTUNITY

Jordan's Principle Administrative Assistant

Full-time position (35 hours/week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care. BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities throughout BC to create high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language and history.

Job Summary

BCACCS is currently seeking a qualified candidate for the position of Jordan's Principle Administrative Assistant. The position reports to the Hub Manager, who oversees the development and implementation of the Hub. The Hub's purpose is to provide province-wide support, direction, training, and information to Service Coordinators in local communities as they support children and families in connecting to needed products, services and supports. The position will provide administrative support, including answering calls, printing training materials, assisting in the day-to-day operations of the Hub, including sharing of information through the website, emails, and the community of practice, as well as helping to support regular provincial Service Coordinator and Hub meetings, events, and information sharing initiatives.

Skills & Qualifications

Required

- Minimum completion of an Administrative Assistant diploma (2 year) or certificate program.
- Minimum of 2 years' experience in administrative coordination OR a mixture of education and experience.
- Excellent oral and written communication required.
- Demonstrated ability to work proficiently with Microsoft Office (MS) suite of tools e.g. Teams, Outlook, Word, Excel.
- Experience working with online collaboration platforms like Zoom or Teams.
- Experience supporting meetings (scheduling, sharing agenda and relevant materials, taking minutes).
- Ability to work in a culturally safe manner/trauma informed practice.

Asset knowledge, skills and experience

- Must be able to work independently, create and manage workplans, and work as a member of a team.
- Knowledge of and experience working with First Nations people preferred.

Conditions:

Must reside in Metro Vancouver or be able to come to the West Vancouver office regularly. Must be able to work from home office as well as work on site in our West Vancouver offices. Must have a valid driver's licence and operational vehicle and be willing to travel occasionally as required (pending COVID-19 orders). Must be available to work Monday to Friday 9:00 am to 5:00 pm. Successful applicants must agree to a criminal record check.

Salary Range: \$24.00 - \$26.00/hour (commensurate with qualifications and experience).
There is also an extended health plan and pension plan available after a three-month probationary period.

Closing Date: July 25, 2021

Duration: The initial term of the position is until March 31, 2022. Position to start in August.

How to apply: Please submit a resume and a cover letter explaining how you meet the job requirements and send to reception at jobs@acc-society.bc.ca citing "Application for Jordan's Principle Administrative Assistant" in the subject line. All applications must include cover letter and resume as one document in PDF format.

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

We thank all those who apply. Only those candidates selected for an interview will be contacted.