



JOB OPPORTUNITY
Administrative Assistant – Contracts
Full-time (35 hours per week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC). We are looking for an IELCC Administrative Assistant - Contracts to support the Society's contract management process.

Position Summary

Reporting to the IELCC Project Manager, the Administrative Assistant – Contracts will support the Society's contract management process with the goal of ensuring IELCC funding recipients are supported to complete financial contract and reporting requirements promptly and consistently. The Administrative Assistant – Contracts will work independently and communicate with internal and external stakeholders and recipients, forging positive and respectful relationships.

What We Offer

The opportunity to work with a passionate and dedicated team with a broad range of experience and knowledge that provide leadership, training, resources, and services to support Indigenous early learning and child care.

- competitive wage of \$49,140 - \$54,600 per year, commensurate with knowledge and experience
- extended health package upon successful completion of a 90-day probationary period
- participation in a matched pension plan
- 35-hour work week
- learning and developmental opportunities

Responsibilities and Deliverables

- Provide administrative support on a day-to-day basis to the IELCC Project Manager and team
- Track all funding agreements throughout the signatory process and follow up as required
- Track funding recipient compliance and report monthly to the IELCC Project Manager
- Ensure, on an ongoing basis, that funding agreement records are monitored as fully as possible, collaborating with Community Facilitators and the IELCC Project Manager to liaise with funding recipients regarding details and timelines
- Maintain well-organized physical and digital filing systems for contracts and reports
- Support the IELCC Project Manager, Community Facilitators, and funding recipients with reporting requirements and processes
- Together with the IELCC Project Manager, coordinate annual follow-up for audited financial statements
- Triage information received and ensure email and telephone calls are responded to and/or forwarded to appropriate staff
- Become familiar with BCACCS's interim investment strategy and IELCC Funding Policy

Qualifications

Training, Education, and Experience

- Bachelor's degree
- 2+ years' experience in contract management and/or a related field
- Experience working with First Nations in BC (with some knowledge of the early education sector preferred)
- Possess a valid driver's license, operational vehicle, and be willing to travel occasionally
- Satisfactory criminal record check
- Proof of COVID-19 vaccination

Knowledge, Skills, and Abilities

- Knowledge of BC First Nations culture, history, and issues coupled with cultural awareness and sensitivity
- Excellent computer skills, specifically:
 - Advanced word processing skills (Word)
 - Advanced spreadsheet knowledge (Excel) including manipulating data, creation of data visualizations, formatting, and formulas
 - Experience using a database (Blackbaud products preferred)
 - Advanced collaboration tools (Outlook, OneDrive, SharePoint, Teams, and Zoom)
 - Intermediate Adobe Acrobat Reader/Writer skills, including preparing documents for e-signature and creating fillable PDFs
 - Proficient digital file-management
- Professional verbal and written communication skills
- Strong analytical skills with an ability to develop creative solutions
- Able to support a high-performing team in a demanding environment by taking initiative, prioritizing needs, and meeting tight deadlines
- Approachable, professional, personable, and able to build harmonious working relationships
- Sound judgment, commitment to confidentiality, and the ability to prioritize workload
- Self-directed and able to work with minimum supervision

Conditions

Work for this position will be performed both remotely from a home-based office and once a week from the West Vancouver Office. Occasional travel required to attend meetings and other events. Candidates must be available to work during regular business hours of Monday to Friday 9:00am - 5:00pm Pacific Standard Time.

Closing Date: September 5, 2022, 5:00 pm PST

Start date: As soon as possible

How to apply:

Please submit a *resume and cover letter* explaining how you meet requirements and send to careers@jouta.com citing "Application for IECLCC Administrative Assistant – Contracts" in the subject line. All applications must include a cover letter and resume.

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.