JOB OPPORTUNITY

IELCC Administrative Assistant – Full-Time

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC). In 2018, the First Nations Leadership Council (FNLC) mandated BCACCS to be the Regional Coordinating Structure for the implementation of and investment in the IELCC Framework in British Columbia. Guided by the Framework, BCACCS oversees the *IELCC Transformation Initiative* funding, which seeks to enhance existing services, increase access for families, and build capacity in the IELCC sector, with the overall aim of improving outcomes for all First Nations children and families in BC.

To support this important work, BCACCS is currently seeking qualified candidates for the position of IELCC Administrative Assistant. Reporting to the Program Managers, the IELCC Administrative Assistant will support the IELCC team in a variety of tasks to ensure smooth daily operations to administer the *IELCC Transformation Initiative* funding and engagement activities.

Principal Duties:

1. Support the IELCC Program Manager, Operations to update and maintain spreadsheets to record and track key IELCC outputs and milestones.
2. Support the IELCC Program Manager, Engagement to monitor regional engagement events and oversee travel arrangements for IELCC staff, including booking hotels, liaising with the travel agent, monitoring travel plans and schedules, and tracking team travel costs.
3. Support the IELCC Database Administrator to build user-friendly internal and external database forms, while considering the wide variation in users' ability to access technology.
4. Support Regional Community Facilitators to perform data entry, such as input funding applications and reporting outcomes.
5. Support the Funding Administrator to collaborate with the BCACCS finance department to monitor and report on payments.
6. Draft, revise, and update IELCC documents, such as: funding info sheets; templates for emails and letters; and process manuals, including flowcharts, step-by-step instructions, and check lists.
7. Maintain an up-to-date and well-organized funding database, digital filing system, and physical filing system at the provincial office, performing data and file clean-up as necessary and ensuring consistency between all systems.
8. Ensure that the security and confidentiality of project data are maintained in alignment with the First Nations Principles of OCAP® (ownership, control, access, and possession), taking extra security precautions when handling personally identifiable data, as applicable.
9. Report regularly to IELCC team on program metrics, including status and timelines of funding payments and requirements, and participate in evaluating progress towards meeting project goals and key deliverables.
10. Identify process gaps, provide recommendations for resolution, and assist in the implementation of new processes.
11. Support documentation for IELCC meetings, including drafting and sending meeting agendas to participants, taking meeting minutes, sharing action items, etc.

12. Collaborate with the IELCC Database Administrator to provide ongoing support to the IELCC team and other BCACCS staff by:
    a. providing light tech support for team members using the database;
    b. creating and maintaining team members' database dashboards, as necessary;
    c. documenting database policies, procedures, and standards;
    d. preparing data for meetings, reports, and presentations; and
    e. training team members on project-specific elements of the database.
13. Draft regular updates on IELCC events, priorities, and accomplishments for sharing with other BCACCS departments.
14. Provide relief coverage as needed for overlapping roles (for example, the Administrative Assistant will provide vacation coverage for the Database Administrator).
15. Support delivery of engagement activities with communities and programs, including in-person and virtual presentations/discussions with groups of various sizes.
16. Participate in conferences, fairs, and other local and regional information-sharing events.

Skills & Qualifications:

- Minimum of 2 years of post-secondary education, with administration, business, or project management education preferred
- Minimum of 2 years' experience in an administrative role, including demonstrated ability to work in a database and Microsoft Office 365, and to use online communication tools
- Experience working with Indigenous communities, organizations, or children and families is an asset
- Strong knowledge of context affecting First Nations ELCC and a willingness to continue learning
- Experience planning, facilitating, and delivering workshops and presentations, preferred
- Combination of the above education, qualifications, and experience will be considered
- Exceptional interpersonal, oral, and written communication skills with experience in developing and nurturing collaborative relationships and partnerships
- Strong organizational skills, with ability to plan, record, report, and monitor progress
- Must be available to work from the provincial office in West Vancouver minimum 1-2 days weekly, with option to work from home
- Must have clear driver's abstract, reliable vehicle, and valid driver's license
- Must be able to provide satisfactory criminal record check and proof of COVID vaccination
- Preference may be given to applicants who have Indigenous heritage with the required combination of education, qualifications, and experience

Salary range: $24-$27 per hour
Closing date: Position will be posted until ideal candidate is found.
Start date: As soon as possible.
How to apply: Please submit a resume and cover letter explaining how you meet requirements. Include specific examples encountered in your work or educational experiences as it relates to this position. This may be sent to careers@jouta.com citing "Application for IELCC Administrative Assistant" in the subject line. All applications must include cover letter and resume.

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