



EMPLOYMENT OPPORTUNITY

POSITION: **Administrative Assistant**
SUPERVISOR: Education Manager
WAGE: \$20-24 hourly depending on experience and education
STATUS: Full-Time Position (72hr pay period) in Atlin, BC
CLOSING DATE: Until filled

POSITION SUMMARY

Taku River Tlingit First Nation (TRTFN) is seeking an experienced individual to join our Learning Centre (TFLC). Reporting to the Education Manager, the Administrative Assistant is responsible to provide a full back-office support to the Learning Centre Manager and Early Childhood Educators.

DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

- Manage meetings agendas, minutes, and follow-up.
- Manage budget preparation, variances, and reconciliation.
- Research funding alternatives and apply for funding.
- Ensure compliance with regulations of Child-Care regulators, Revenue Canada, BC Ministry of Finance, funding agencies.
- Ensure TRTFN & TFLC policies and procedures kept current and complied with.
- Maintain strict confidentiality as required by the TRTFN & TFLC policies.
- Demonstrate teamwork, effective planning, organizing, and administrative skills.

EDUCATION, SKILLS AND EXPERIENCE

- Knowledge of Early Childhood
- Completion of Grade 12 with completion of an Administrative course (clerical) and word processing. Typing 40 WPM -5% error rate and experience working with First Nations

CONDITIONS OF EMPLOYMENT

- Criminal and Vulnerable sector Check

APPLICATION PROCESS

To submit a resume contact: Admin Assistant at (250)651-7900, Email: tflc.mgr@gov.trtfn.com or mail to TRTFN • Box 132 • Atlin BC • V0W 1A0 Please include "Early Childhood Educator Application" in the E-Mail subject.

We thank all those who apply but only those who are being considered will be contacted
