



EMPLOYMENT OPPORTUNITY

POSITION: **Administrative Assistant**
SUPERVISOR: Education Manager
WAGE: \$24-26 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. **This is a one-year contract only, renewable if funding is available.**

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

- 1- Valid Driving license class 5
- 2- Criminal record and Vulnerable Sector Check
- 3- Proof of full COVID vaccination

APPLICATION PROCESS

To submit a resume contact: Admin Assistant at (250)651-7900, Email: admin.reception@gov.trtfn.com

An eligibility list will be maintained on competitions for 12 months for those employees who qualify for the skills required but are not the highest-ranking candidate in the competition.

Preference will be given to TRTFN citizens
