



# First Nations Technology Council

Leading the Advancement of Digital Technologies in First Nations Communities.

## Program Assistant Skills Development Division

The First Nations Technology Council is seeking a proactive and detail-oriented Program Assistant in our Skills Development Division. Reporting to the Director, Skills Development, the Program Assistant plays a pivotal role in ensuring the Director and the programs are well supported administratively. The Program Assistant provides a wide range of administrative supports serving program staff of the Skills Division in support of First Nations Technology Council goals. This role includes basic administrative duties such as maintenance of divisional records including digital and paper filing systems, general office organization and business processes, and data entry of student information on our new student database. As such, this position works with a high degree of confidentiality around student records. The Program Assistant also provides reception services for students and is a primary phone contact for Skills Division programs.

This is an ideal position for a highly organized administrative assistant who enjoys an innovative and fast-paced environment.

### About the Role: Primary Responsibilities

- Performs basic administrative and office organization functions for the division
- Manages the Director's calendar, books and moves meetings
- Arranges for Director's travel and accommodation as necessary
- Provides coordination support to program staff to complete training follow ups
- Reviews and routes applicant inquiry forms to connect prospective student to appropriate coordinator
- Schedules student interviews
- Assists in ensuring all student applications are complete
- Arranges program staff travel
- Completes data entry of student agreements and information form
- Prepares student and instructor materials prior to training delivery including student
- Files student information, student agreements and host/delivery partner agreements
- Collects and enters student attendance information
- Assists with the roll up of data for various reports
- Provides financial processing with support of Office Coordinator
- Assists Director with weekly budget tracking



### About

The First Nations Technology Council is an Indigenous-led organization that serves all 203 First Nations communities across British Columbia, working to ensure that Indigenous peoples have full and equitable access to the tools, training and support to maximize the opportunities presented by technology and innovation. The Technology Council sees the strengthening of local Indigenous economies and the empowering of Indigenous innovators as contributing to Indigenous self-determination and nationhood.



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## Skills and Abilities

- Strong organizational abilities.
- Excellent customer service skills
- Good intrapersonal skills in supporting dynamic team.
- Demonstrated Indigenous cultural safety
- Attention to detail.
- Strong problem solving abilities and ability to escalate where appropriate.
- Ability to manage multiple competing priorities.
- Ability to learn new systems quickly. Knowledge of Salesforce an asset.
- Ability to represent the Technology Council in a professional manner when engaging with First Nations students, communities and service organizations, all levels of government, and private sector.

## Requirements

- Minimum two year diploma in business administration, education, or related field, or a relevant combination of education and experience in an administrative position, ideally in the education sector.
- Experience working directly with Indigenous people and learners.
- Minimum 60 wpm typing proficiency.
- Proficiency with MAC software.
- Proficiency with MS Office software applications, including Excel.
- Knowledge of BC First Nations.



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## Supervision

- This position resides in the Skills Division and reports directly to the Director, Skills Development.

## Location

- This position is located at the First Nations Technology Council headquarters in North Vancouver, B.C.

## How to Apply

*Applicants identifying as Indigenous to North America are strongly encouraged to apply. We thank all applicants for applying. All applications will be treated with strict confidentiality.*

To apply, send a current resume or CV and a cover letter explaining your interest by February 18, 2019.

To: [jobs@technologycouncil.ca](mailto:jobs@technologycouncil.ca)

Please use subject line: Program Assistant, Skills Development Division



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