

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550



Career Opportunity **Education Assistant**

Position: Education Assistant
Reports to: Education Director
Term: Full-Time 35hrs per week - Temporary
Start Date: As soon as a suitable candidate is found
Remuneration: \$20-\$24/hr based on qualifications and experience

Position Purpose

The Education Assistant is responsible for providing administrative assistance and support to the Education Director, and is responsible for coordinating programs and events, public relations and communication functions.

Duties and Responsibilities

- Review and prioritize incoming correspondence, reroute or copy as appropriate and/or attach pertinent files or related correspondence.
- Coordinate and run education programs and events.
- Data entry
- Receive, screen and direct telephone calls for the Education Director.
- Prepare professional and confidential correspondence, memos and documents.
- Photocopy and file documents; create and maintain spreadsheets.
- Coordinate and organize logistics for meetings.
- Schedule and document dates of meetings, and record notes during meetings.
- Liaise with the Education Director to develop meeting agendas, prepare reports and obtain materials.
- Schedule, update and send reminders of scheduled meetings, speaking engagements and appointments.
- Conduct research and compile information for draft reports.
- Draft policies, procedures and other professional documents as directed.
- Assist with special projects when required.
- Always maintain and present a positive and professional image of the Education Department.
- Update and develop forms, newsletters, posters and reports as needed.

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Competencies – Knowledge, Skills and Abilities

- Diploma in Business Administration or post-secondary education in an Office Administration related program; or equivalent combination of education, training and experience.
- Proficient in Microsoft Excel, Word and Outlook.
- Knowledge of First Nations structures, service delivery, customs and traditions or a willingness to learn.
- Experience coordinating education programs and events.
- Must pass a criminal record check.
- Knowledge of external agencies relating to education in First Nations communities.
- Experience with Xyntax or accounting software an asset

The successful candidate will enjoy a competitive salary based on qualifications and experience and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

CLOSING DATE: Thursday September 1st, 2022 No Later than 4pm

TO APPLY: Submit resume to:

c/o: Human Resources

St'uxwtéws|Bonaparte First Nation

2689A Sage Hill Road, Cache Creek, BC V0K 1H0

EMAIL: hr@bonaparte.band

The Bonaparte Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, Colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where all things are equal, two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience of Bonaparte's language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.