



BRITISH COLUMBIA LANDS MANAGERS (BCALM)

JOB OPPORTUNITY

POSITION TITLE	ADMINISTRATIVE ASSISTANT Job Description available upon request
EMPLOYMENT Type	Full Time 35 hours per week Start date Immediate /Flexible start date The successful candidate will be subject to a 3-month probation period as per BCALM Employee Policy
LANGUAGE	Fluency in English (written, comprehension and oral)
SCHEDULE	Monday to Friday, 8:30 am -4:30 pm
LOCATION OF WORK To be determined	Office Teleworking work from home
ANNUAL SALARY	\$39,000 - \$45,000
LEVEL OF SECURITY CLEARANCE	This position requires a high level of confidentiality, and a recently qualified (CPIC) check
CLOSING DATE	March 31, 2022, at 4:30 Pacific Standard Time (late applications will not be accepted)

The British Columbia Aboriginal Land Managers (BCALM) is a provincially registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven. BCALM is dedicated to raising professional standards and capacity in First Nation land management.

BCALM brings together First Nations from across Canada to further develop, share, and highlight knowledge, capacity and skills pertaining to Indigenous Land Management. We are looking for the perfect fit to support the Association in a pivotal moment of growth. BCALM is seeking an experienced and driven individual to fill the position of Administrative Support.

Position Summary: Administrative Support

The BCALM Administrative Support position will, support the overall operations of BCALM. The qualified candidate must provide a high level of administrative and financial support for various projects and programming within the daily and overall operations of BCALM.

Under the immediate supervision of the Executive Director and secondary supervision of the President of BCALM and or designate the Administrative

Support will:

- Provide primary administrative support to the Executive Director, and secondary to additional BCALM Staff as required or directed
- Perform a high level of financial and administrative duties
- Organize priorities and maintain appropriate confidentiality
- Assist in the coordination of training and project activities when requested
- Provide administrative assistance to the Board of Directors, including taking minutes, preparing reports, and ensuring all corporate information is up to date
- Assist in carrying out of the goals and objectives of BCALM
- Promote the role of the Regional Lands Associations (RLA) throughout Canada, as well as the promotion and support of the National Aboriginal Lands Managers Association (NALMA).
- Encourage, support and market the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nation Land Managers in BC

Skills, Knowledge, and Competencies:

- Proficiency in the use of the Microsoft Office (Word, Excel, PowerPoint, Outlook, Microsoft Edge, Google Chrome) various on-line communication methods, and Adobe Pro
- An understanding of Not-for-Profit corporations
- Ability to prepare meeting minutes, briefing notes and internal support materials when required
- A good understanding of accounting principles including accrual accounting, reconciliations, general ledgers journals and preparedness to learn more complex principles
- High-level communication skill (written and oral)
- Strong multi-tasking and time management skills
- Strong organizational and file management skills
- Experience in coordination of training, meetings, conferences, and workshops
- Knowledge of theory and application of management, business policies, strategic planning techniques and practices
- Ability to maintain a database and filing systems for all relevant inquiries, referrals, and evaluations
- Ability to do research and introduce new administration methods
- Candidate must be flexible, proactive, solution focused and adaptable to rapid changes in the daily work environment and be resourceful in solving problems for a positive outcome
- Ability to establish and maintain effective working relationships with other First Nation Organizations and Government
- Must maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- Completion of Post-Secondary certificate/diploma in business administration or accounting and/or equivalent combination of education and experience may be considered
- Two or more years of experience in the related field of business and/or accounting administration
- Excellent interpersonal skills and creative thinking

- Must possess own transportation and a valid driver's license
- Willing to travel within Canada
- Willing to work overtime including weekends and evenings when necessary
- Experience working with First Nations is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Submit two (2) current signed and dated letters of reference to accompany resume

Personal Suitability:

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail or Email the following:

1. Cover Letter
2. Resume
3. Two Current Signed and Dated Letters of Reference

Deadline for Application is: 11:59 PM PST on Thursday March 31, 2022

Send Application to:

Cindy Couch, Executive Director

British Columbia Aboriginal Land Managers (BCALM)

5214 Cleahl Road

Armstrong, B.C. V0E 1B4

(604) 716-6340

Email: ccouch@nalma.ca

Thank you to all applicants; however, only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16 (1) of the Canadian Human Rights Act.