POSITION: Administrative Assistant

The British Columbia Aboriginal Land Managers (BCALM) is seeking an experienced and driven individual to fill the position of Administrative Assistant. BCALM is a provincially registered Not-for-Profit organization that is indigenous-controlled, community-based, and membership-driven. BCALM is dedicated to raising professional standards and capacity in First Nation land management.

Position Summary:

The BCALM Administrative Assistant position will support the overall operations of BCALM. The ideal candidate will have excellent communication skills, the ability to balance competing priorities and passionate about improving and creating systems and processes. Motivation to learn, grow and contribute to a team.

Under the immediate supervision of the Executive Director, and secondary supervision of the President of BCALM, the Administrative Assistant will support in the following ways:

* Provide primary administrative support to the Executive Director, and secondary to additional BCALM staff as required and/or directed
* Perform a high level of administrative duties including but not limited to:
* Assist in coordination of training and project activities as required
* Assist in the day-to-day operations of BCALM by implementing administrative procedures, establish work priorities and co-ordinates the acquisition of administrative services such as office space, supplies and security services
* Open and record incoming mail and faxes
* As need send all office mail via post office or Purolator
* Arrange and prepare for meetings including boardroom booking, preparation of materials, taking meeting minutes and catering for full day events
* Prepare reports for distribution to team members
* Flight and Accommodation bookings for team member travel
* Maintain internal filing systems and ensure all corporate information is current (hard and digital copies)
* Tracking and completion of expenses
* Data entry of expenses, ensuring validity and 100% accuracy
* Manages schedules and calendars
* Assist in ensuring the goals and objectives of BCALM are met on a weekly, monthly, and quarterly basis
* Preparing meeting minutes, meeting notes and internal support materials
* Create individual annual work plan in accordance with the funding agreement;
* Assisting in establishing and maintaining an up-to-date email and contact distribution list of First Nations across Canada
* Assist in the preparation and delivery of presentations as required
* Represent BCALM at meetings and gatherings as required
* Maintain cordial and professional relationships with ISC Headquarters and Regional staff
* Assist to develop and manage the BCALM project work plan
* Assist in creating project schedule, work plan, resources plans and budget costs;
* Assist in carrying out of assurance and quality control activities on projects
* Assist in preparing and delivery of written reports to Administration, Communications Coordinator and Project Manager
* Attend BCALM Board meeting as required;
* Assist in the continuation of communication activities, such as:
* create and distribute of information publications; and
* community consultation, ratification, toolkit, and training manuals, and information publications;
* create and maintain of a website;
* prepare press releases as required.
* Assist in establishing and maintaining systems for the collection of statistical data (i.e. referrals, outreach activities, etc.) and service delivery evaluations.
* Assist in the maintenance of database and filing systems for all relevant BCALM inquiries, referrals and evaluations
* Prepares typed documents including; letters, memorandums, reports, newsletters, brochures for delivery
* Develop and adapt office systems, procedures, and improved work methods.
* Research and introduce new administration methods
* Proofreads and modifies grammar, spelling and punctuation of all documents before submitting for signature or mailing
* Orders office supplies from appropriate suppliers
* Answers requests for general information made by telephone concerning services offered by BCALM
* As need send all office mail via post office or Purolator
* Maintains and upgrades office equipment
* Operates and interacts as a team member within BCALM to provide office support services
* Initiates and completes regularly recurring reports and standard form letters
* Maintains cumulative records and makes periodic audits as necessary.
* 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

Experience, skills, Knowledge & Competencies:

* Administration skills
* Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Microsoft Edge, Google Chrome) Adobe Pro, QuickBooks pro, and various online communication platforms
* Ability to record and process meeting minutes, briefing notes and internal support materials when required
* High-level written and oral communication skills
* Strong multi-tasking abilities with prioritizing time sensitive deadlines
* Strong organizational file management skills
* Strong planning skills with the ability to prioritize
* Experience with coordination of training, and workshops for staff, including preparation of in-house materials for staff
* Experience with scheduling meetings, boardroom bookings, travel, and accommodations
* Ability to adapt new administrative methods to ensure smooth workflow as required
* Knowledge of the British Columbia Aboriginal Land Managers (BCALM) Services and Members
* Ability to establish and maintain effective working relationships with other First Nation Organizations and Government
* Understanding of Not-for-Profit corporations
* Must maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

* Completion of Post-Secondary Certificate/Diploma in Business Administration and/or equivalent
* Two or more years of experience in a related Administrative and or project coordination
* Valid driver’s license with own transportation
* Ability to travel within the BC region (and Canada if required)
* Willingness to work overtime (evenings/weekends) as required
* Experience working with First Nations is an asset
* Experience in on-line training program delivery is an asset
* Successful candidate will be required to provide a criminal record check as a condition of employment
* Assist in the preparation of annual workplan and strategic plan
* Preparing reports and updating internal databases.
* Coordinates, documents, and prepares reports concerning the continuing education requirements for Board members and staff.
* Conduct Executive Election as required

Financial Management

* In collaboration with the Executive Director and Communications Coordinator, assist in the management and development of the BCALM budget and financial requirements in accordance with the funding agreement and BCALM policy, procedures, and practices including the preparation and securing of contracts
* Assist in the development of funding proposals as required

Reporting

1. Assist in providing specific reporting requirements and obligations identified by ISC, as required, within each year’s Funding Agreement and may include, but not be limited to, any of the following:
2. Periodic activity reports;
3. Non audited/audited financial reports;
4. Outcomes/results reports; and
5. An annual report providing information on the expenditures and activities and budgets on the activities undertaken each year
6. Assist in producing an annual report on activities, challenges, issues and successes relating to First Nations

Location: 5214 CLCAHL ROAD Armstrong, BC V0E 1B4

Employment Type: Full Time, Permanent, Hybrid (35 hours per week) Start date is immediate.

Contract until March 31, 2026, with a possibility of an extension

Language: English Fluency in English (written, comprehension and oral)

Closing Date: Until filled

Annual Salary: $58,000.00 to $62,559.25

Health and Dental Benefits upon successful completion of the probationary period

Job Description: Available upon request

How to Apply: Please Mail or email the following:

1. Covering Letter detailing how your skills will be a benefit to this position
2. Resume
3. Two Current Signed and Dated Letters of Reference are required

Send to:

Cindy Couch, Executive Director

British Columbia Aboriginal Lands Association

5214 CLCAHL ROAD Armstrong, BC V0E 1B4

Email: [ccouch@nalma.ca](mailto:ccouch@nalma.ca)

\*\*Please note, only those selected for an interview will be contacted for this position. All are welcome to apply preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act\*\*