



ABORIGINAL EARLY CHILDHOOD DEVELOPMENT (AECD) REINVESTMENT INITIATIVE

ADMINISTRATIVE ASSISTANT

POSTING DATE: MAY 26, 2011

DEADLINE FOR APPLICATIONS: JUNE 17, 2011

ANTICIPATED START DATE FOR POSITION: July 25, 2011

BACKGROUND

The **First Nations and Urban Aboriginal Early Childhood Development Steering Committee (Steering Committee)** is comprised of representatives from the First Nations Early Childhood Development Council and the Aboriginal Early Years Advisory Circle.

The Steering Committee is mandated to facilitate and steward a collaborative process for the distribution of the *Aboriginal Early Childhood Development (AECD) Reinvestment Initiative* in partnership with the Ministry of Children and Family Development (MCFD).

The AECD Reinvestment Initiative is a \$5 million dollar fund intended to support First Nations and urban Aboriginal organizations in providing programs and services for First Nations/Aboriginal children ages 0-6 and their families.

Decisions on how the funds are distributed each year are made by Peer Assessment Committees appointed by the Steering Committee.

The BC Association of Aboriginal Friendship Centres (BCAAFC) serves as the Host Agency for the Steering Committee by providing office space for the staff team as well as an administrative infrastructure to manage the Steering Committee's grant programs.

A three-person team provides support to the FNUAECD Steering Committee:

1. Coordinator
2. Project Officer
3. Administrative Assistant

These three term positions are housed within the offices of the BCAAFC in Victoria, BC.

This is a job posting for the ADMINISTRATIVE ASSISTANT.

Position: ADMINISTRATIVE ASSISTANT

The Administrative Assistant will work with the Steering Committee Coordinator and Project Officer, as part of a three-person team that carries out the direction of the Steering Committee.

The Administrative Assistant reports directly to the Coordinator.

This is a full time, term position (i.e. to March 31, 2012 with a possibility of extension – this is dependent on additional funding). The position is housed within the BCAAFC office, and offers a competitive salary commensurate with education and relevant experience.

Hours of work: Monday to Friday, 9:00 am to 5:00 pm (35 hours/week; some evenings and weekends may be required).

Responsibilities

- Serve as initial point of contact for incoming grant application inquiries.
- Answer phone calls and emails (responding program information inquiries, follow-up on applications as directed).
- Process grant applications – working with the Project Officer to:
 - create & assign grant file folders
 - maintain hard-copy filing system
 - maintain computer file system
- Coordinate signatures for Grant Acceptance Forms; prepare cheque requisitions as per Host Agency procedures. Maintain copies of cheque requisition for project files.
- Prepare courier way-bills for cheques over \$10,000.
- Prepare routine/daily correspondence as directed by Coordinator.
- Assist Project Officer in preparation of Application Assessment binders for application assessment sub-committee.
- Preparation of updated materials for SC binder (hard copy and e-binder) to distribute to Steering Committee members.
- Under the direction of the Coordinator, manage Outlook Calendar meeting requests to Steering Committee members for all scheduled meetings; distribute any documents, including minutes, required for Steering Committee meetings.
- Other duties as assigned by Coordinator.

Qualifications:

- Minimum 3 years' experience in office administration
- Experience working with First Nation, Urban Aboriginal, and/or Métis communities; knowledge and experience with First Nation, Urban Aboriginal and Métis early childhood development resources
- Excellent telephone etiquette
- Excellent communication skills, both written and verbal
- Ability to work under pressure, within fast paced environment and short timelines of the grant programs.
- Demonstrated expertise in information and file management
- Strong organizational skills and time management; strong ability to handle competing priorities and work with tight timelines
- Strong computer literacy skills (particularly with Microsoft Office Suite)

- Must be able to provide clear, current criminal record check

Resumes will be accepted by email, fax, mail or hand-delivery until 4:30 p.m. June 17, 2011.

Interested candidates should forward a resume, cover letter, and the names/phone numbers of 3 references to:

Lou-ann Neel, Coordinator

First Nations and Urban Aboriginal Early Childhood Development Steering Committee
c/o BC Association of Aboriginal Friendship Centres
#200 – 506 Fort Street, Victoria, BC V8W 1E6
Fax: (250) 388-5502 Ph: (250) 388-5522
Email: coordinator@bcaafc.com

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Only those candidates invited for an interview will be contacted.