



Full-time Position, Administrative Assistant
1 position -Terrace BC, 1 position-Prince Rupert BC
Northwest Inter-Nation Family and Community Services (NIFCS)

JOB OPPORTUNITY

Building on Strengths
Empowering Others
Keeping Children Safe and Connected to their Families & Traditions

If these statements resonate with you, please consider this opportunity to join the [NIFCS](#) team as an Administrative Assistant based in Terrace and Prince Rupert, British Columbia.

Position Summary: Are you looking for a rewarding role in which you can make a difference in the lives of others? You will perform an array of administrative duties, including secretarial and receptionist duties for the Social Worker Department of NIFCS. Further, you monitor and ensure that all established administrative and operational processes and control standards are followed as it pertains to this position, contributing to the effective and efficient operation of the NIFCS office.

Primary Responsibilities and Duties

- Telephone, faxing and monitoring appointment list for incoming appointments and notifying social workers of arrivals.
- Booking external appointments when needed for social workers and their clients, i.e. schools.
- Scheduling and booking of travel requirements for social workers, as requested.
- Typing correspondence, memos and other documents for social work staff.
- Maintaining office security policy, including locking up all confidential materials.
- Assisting in preparation duties for conferences when needed.
- Booking meetings dates and contacting clients when requested.
- Photocopying documents as required by social workers.
- Strong, positive verbal and written communication skills.
- Perform all other tasks within the scope of the position, as assigned.
- To provide community based and community driven child and family care services that protect and preserve the unique cultural identity of every child and family in the bands we serve
- Perform other duties within the scope of the position, as assigned.

Education and Experience:

- Office Administration Diploma or Certificate.
- Strong and demonstrable interpersonal skills.
- Strong communication skills both verbal and writing.
- Skilled in the use of computers as an administrative and educational tool.
- Experience working in a social work setting.
- Applicants must exercise a high standard of professionalism with sound judgment and have the ability to work independently and as part of a team

Basic Qualifications

- All employees of NIFCS are required to submit a Criminal Record Check with Vulnerable Screening and comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures.
- A valid class 5 BC driver's license.

Knowledge, Skills, and Abilities

- Experience working with Indigenous people and communities.
- Ability to establish and maintain strong working relationships with various allied professionals, formal and informal community leaders, and knowledge keepers and/or Elders.

Working Conditions

- Limited travel in this position is required (to clients' residences, communities, foster care homes and other locations as necessary).
- The *usual* hours of work in this position will be from 8:30 to 4:30, Monday to Friday, five (5) days a week. NIFCS has the right to make changes to your schedule per the Collective Agreement

Compensation & Benefits

- You can expect a supportive work environment, a total compensation package that includes a competitive wage, extended health, and dental benefits.
- Wages are as per the Collective Agreement.
- This is a Bargaining Unit position Grid 12 Step 1 29.17 hr.
- An eligibility list may be established to fill permanent and/or temporary vacancies.

Submission Deadline:

- 2025 Open until filled.
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to the Human Resources Department at **hr@nifcs.org**.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous Ancestry.