



One Drum Indigenous Impact Investment Corporation

Administrative Assistant

One Drum Indigenous Impact Investment Corporation (One Drum) is currently seeking an Administrative Assistant. One Drum is an Indigenous Impact business, securing access to new financial resources and creating new business opportunities for the Indigenous Communities, businesses and Members of S'ólh Téméxw, the Stó:lō Traditional Territory.

The qualified **Administrative Assistant** will provide direct administrative supports to the President in his day-to-day functions. This would include, but is not limited to, administrative supports assigned on all programs and projects that may be aligned with specific timelines, or deadlines; have the skills to prepare reports, emails and correspondence; attend and take meeting minutes; have experience with social media platforms, such as Facebook and LinkedIn, with knowledge and/or experience with website design preferable; and, perform other tasks, as assigned and directed by the President. *Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.* Please self-identify on your cover letter and/or resume.

Qualifications/Requirements:

- Post-Secondary education with courses in office administration and related courses, preferable
- Minimum of five years experience in an office work environment, in any, or all of the noted duties and responsibilities
- Must have knowledge and experience in MS Outlook, Word, Excel and PowerPoint
- Must be highly organized, flexible and adaptable in a fast-paced office environment
- Ability to work independently, with minimum supervision and within a team environment
- Excellent communication and written skills, with ability to establish rapport with people of all educational and occupational backgrounds
- Skills in social media platforms, including Facebook and LinkedIn. Experience in website design, preferable.
- Must operate within set timelines/schedules, as assigned by the President
- Must participate in ongoing activities, which could include attending meetings and events that are on and off office premises
- Must the maintain confidentiality guidelines of all records, materials and communications

Application Deadline: Monday, March 18th, 2019 by 4:00 P.M.

Interested candidates are required to submit a resume and covering letter to:

One Drum Indigenous Impact Investment Corporation
Building 10 - Third Floor
7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: ssmith@stolocf.ca Fax: 604-858-3829
Attention: Shannon Smith, Business Analyst

We thank all applicants for their interest in this opportunity, however, only those selected for an interview will be contacted.