



## Stó:lō Community Futures Corporation



### Administrative Assistant

March 7<sup>th</sup>, 2019

Stó:lō Community Futures (SCF), which is a Federally mandated, non-profit organization, has an exciting opportunity to be a part of the SCF Team and the growing Indigenous business economy in Sólh Téméxw, the Stó:lō Traditional Territory. SCF provides programs and services to Indigenous entrepreneurs and Stó:lō Communities in business and economic development. The qualified **Administrative Assistant** will provide direct administrative supports to SCF Staff in their 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 at meetings; 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 General Manager and/or Loans and Operations Manager. *Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal 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
- Must have knowledge and experience in MS Outlook, Word, Excel and PowerPoint. Experience with Adobe Photoshop Elements preferable
- 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
- Have excellent communication and written skills, including the skills to prepare reports, emails and correspondence, while maintaining compliance with standards and templates for all outgoing correspondence and communications for SCF
- Ability to establish rapport with people of all educational and occupational backgrounds
- Ability to do research on various topics assigned and provide results by reporting to the General Manager
- Skills in social media platforms, including Facebook and LinkedIn. Experience in website design, preferable
- Must be able to operate within set timelines/schedules
- Able to complete Action Items and follow-up, to ensure action is taken on projects assigned as assigned by the General Manager
- Must participate in ongoing activities as an integral part of the SCF Team, which could include attending meetings and events that are on and off office premises
- Ability to maintain confidentiality guidelines of all records, materials and communications
- Participate in reporting daily activities of SCF projects, programs and SCF Client information on FERN

<b>Application Deadline: Monday, March 18<sup>th</sup>, 2019 by 4:00 P.M.</b>
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Interested candidates are required to submit a resume and covering letter to:

Stó:lō Community Futures  
Building 10 - Third Floor - 7201 Vedder Road  
Chilliwack, BC V2R 4G5  
Email: [ssmith@stolocf.ca](mailto:ssmith@stolocf.ca) | Fax: 604-858-3829  
Attention: Shannon Smith – SCF Business Analyst

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