



Stó:lō Community Futures Corporation



Administrative Assistant

June 28th, 2018

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, LinkedIn, Twitter and Instagram, 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
- 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, LinkedIn, Twitter and Instagram. Experience in website design, preferable.
- Must operate within set timelines/schedules, as assigned by the General Manager and/or Operations and Loans 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
- Must the maintain confidentiality guidelines of all records, materials and communications

Application Deadline: 4:00 pm Monday, July 9th, 2018
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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: rzielinski@stolocf.ca
Fax: 604-858-3829
Attention: Rocio Zielinski – SCF Operations and Loans Manager

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