



# SEMÁ:TH FIRST NATION

## Job Posting

<b>POSITION:</b>	BUSY BEAR ADMINISTRATIVE ASSISTANT
<b>HOURS:</b>	PART TIME – 2 DAYS PER WEEK (14 HOURS PER WEEK)
<b>TERM:</b>	TEMPORARY – 1 YEAR TERM
<b>WAGE:</b>	\$21.00 PER HOUR
<b>REPORTS TO:</b>	BUSY BEAR PRESCHOOL MANAGER

### 1.0 PURPOSE & SUMMARY

Sumas First Nation is seeking energetic and a qualified part time Administrative Assistant to work at our Busy Bear Preschool. The Administrative Assistant will work with the various Early Childhood Education (ECE) professionals as well as the Busy Bear Preschool Manager to provide aid in filling out daily reports and operational paperwork, plan events as well as shop for items to ensure that inventory is sufficient for daily operations. Other support functions include reporting on various data, preparation of budget, reports, correspondence and communications with a wide variety of internal and external contracts. Answering, screening, and directing calls; and coordinating meetings, conferences, and other supportive activities.

### 2.0 DUTIES & RESPONSIBILITIES

- Work closely with certified ECE's and the Busy Bear Preschool Manager to ensure daily programs function efficiently.
- Provide sophisticated calendar management for the Busy Bear Preschool Manager. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of the Busy Bear Preschool Manager. Adhere to compliance with applicable Rules and Regulations set in Bylaws regarding Sumas First Nation matters.
- Complete a broad variety of administrative tasks, including assisting with special projects, designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports as well as forms and reports that pertain to the daily operations of the Preschool.
- Provide specific aid to the ECE's in the classroom as required.
- Monitor and maintain item inventory within the preschool by shopping for items as required.
- Provide assistance in planning preschool events to take place during and after school.
- Other duties as required.

### 3.0 QUALIFICATIONS

- One-year recent experience in administrative support.
- Proficient use of Microsoft Office (Word, Powerpoint, Excel, Etc.).
- One-year recent experience in early childhood education is considered an asset.
- Certification or diploma in administrative support.
- Clear Vulnerable Sector Criminal Records Check conducted under the Criminal Records Review Act.
- Valid first aid certificate is considered an asset.
- Valid Class 5 BC Driver's License.

### TO APPLY:

Please email your cover letter & resume to [Human.Resources@sumasfirstnation.com](mailto:Human.Resources@sumasfirstnation.com)  
Deadline: October 11<sup>th</sup>, 2024