



Michif Language Administrative Assistant

Department: Culture & Language

Reports to: Director of Culture & Language

Summary

The Michif Language Administrative Assistant is responsible provide administrative support to a manager or team with the BCMF Michif Language Department. Maintain meeting minutes, record keeping, answer phone calls, develop filing system, greet visitors, book meetings and conference rooms, hand over request for information and data, ordering supplies, tracking statistics.

Michif Language Mentor Apprentice project (MAP) activity tasks such as editing and managing application form, tracking documents, report and recording information, monitoring developments and facilitating changes as needed, all tasks are implemented on behalf of the British Columbia Métis Federation Michif Language Strategic Plan project initiatives and activities. The Michif Language Administrative Assistant will work closely with the Director of Métis Language and Culture, MAP Michif Language project Coordinator and/or BCMF CEO to build and strengthen collaborative Michif Language Revitalization relationships and establish practices for maximizing effectiveness of Michif Language Revitalization programs and projects to promote revitalization of the Michif language usage throughout British Columbia.

Roles & Responsibilities

1. Oversees

- » The Michif Language Administrative Assistant is responsible for the administrative and support functions of the French Michif Language projects day-to-day operations and delivery of communications between departments and from organization to participants and community.
- » The Project Administrative Assistant will maintain meeting minutes, record keeping, answer phone calls, develop filing system, greet visitors, book meetings and conference rooms, hand over request for information and data, ordering supplies, tracking statistics.



- » The Project Administrative Assistant supports the day-to-day operation and delivery of the administrative tracking of MAP participants and organizing project reports within specified timelines and any other administrative duties related to activities within programs from participants to interdepartmental and/or communities.
- » Balance multiple responsibilities to ensure the programs administration reporting runs smoothly.
- » Ability to build relationships with community members.
- » Creative problem solving, conflict resolution skills, and cultural awareness.
- » Ability to work independently and prioritize tasks (time management)
- » Ability to work collaboratively in team environments, and develop and maintain effective working relationships with participants, colleagues, supervisors and outside agencies/communities.
- » Excellent oral and written communication skills
- » Strong file management and organizational skills
- » Demonstrated tact and judgment in interpersonal relationships.
- » Ability to respond effectively to sensitive issues, inquiries, and complaints.
- » Detail oriented and able to work with exceptional volume of data.
- » Familiar and competent with the MS Office Suite including Word, Excel*, Power Point and Outlook (*Exceptional level of data base understanding)

2. Ensures

- » Documentation and tracking of progresses of the Michif Language Revitalization projects.
- » Assists in the development of culturally relevant developments and instruction in collaboration with BCMF operations.
- » Ability to work independently and on own initiative, and the ability to work well within a team environment in collaboration on project goals.
- » Effective and efficient use of computer and related software to establish project progress, tracking and reporting.
- » Linkages between culture, language and between cultural identity.

3. Preparation for meetings

- » Preparation organizing reports for Director of Michif Language and MAP Project Coordinator.
- » Preparation for venue, meeting rooms and set up.

4. Prepares and submits to the Director of Michif Language and Culture in preparation for the Board;

- » Organized Director, Project Coordinator reports.



- » Provide statistical reporting data of position to submit to Director reports/
- » Organize Language midterm and final reports packages.
- » Organize stipend tracking and hour reports.

5. Communicates to the Director and Project Coordinator and/ or BCMF CEO, a timely addressing of any changes or matters affecting BC Métis Federation and its business partners.

6. Oversees the preparation of documents for the Director of Michif Language and Culture and/or MAP Project Coordinator materials to sufficiently prepared for meetings.

7. Communicate with the Director of Michif Language and Culture in preparation for submissions to the BC Métis Federations market ready members participating in BC Métis Federations Marketing initiatives.

8. Finance and Budgets

- » Works with the Director of Michif Language and Culture to review monthly MAP Project budgets.

9. Partnerships

- » Develops and maintains relationships to ensure respectful relationships with BC Métis Federation partners on key organizational relationships and language programs.

10. Leadership

- » Recruits, guides, and project team staff. Ensures staff and subcontractors receives clear direction, supervision, and motivation, and are provided with tools and materials required to fulfill the prospective roles and responsibilities consistent with the objectives of the contractual agreements within the project.
- » Ensures all Michif language department and MAP Project coordinator and/or subcontractors of projects are supported with administration resources and services as outlined in their contract agreements with BCMF Michif Language Revitalization projects

11. Other Duties

- » Performs other related duties as required.



Qualifications

1. Required training, experience, knowledge, skills and abilities:

- » Post-secondary education or skills in related fields or a combination of training and experience of 2-3 years in an administrative role, office assistant management, business administration required.
- » Preference given to lived experience in an Indigenous and Métis community and/or substantial cultural competencies with lived experience of engaging in and maintaining intercultural affiliations.
- » An understanding of complex Indigenous historical, economic, political and social factors that have an impact on current Métis people and urban Indigenous people is a strong asset.
- » Awareness of Métis and Indigenous Aboriginal culture.
- » Excellent writing, editing and research skills, with a strong grasp of grammar, spelling, punctuation and style; must have a meticulous eye for detail.
- » Excellent computer skills, including proficiency using Microsoft Office software
- » Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in-person, by phone and video conference; managing high-level communication among the project team and partners; using tact, diplomacy, and flexibility in dealing with Director, MAP Project Coordinator and BCMF Team and Board of Directors.
- » Previous experience with content management systems and email platforms will be considered an asset.
- » Strategic and solutions-oriented approach to challenges.
- » Ability to adapt quickly to changing priorities and deliver exceptional work in a fast-paced environment.
- » Ability to work independently and collaboratively in a team environment; recognize when to take initiative and when to seek guidance.
- » Desire to exceed expectations and provide outstanding service.
- » Experience working with multiple social and media platforms.
- » Exceptional organizational, ability to work in high pressure and diverse settings
- » Exceptional interpersonal skills along with the ability to work independently.
- » Exceptional project management, writing, editing and proof-reading skills.
- » Demonstrated understanding of BCMF Policies and Practices.
- » Ability to handle sensitive and confidential information with a high degree of discretion and professionalism.
- » Strong work ethic, self-motivated, and results driven.



Working Conditions

- » Work is done within the BC Métis Federation office; or designated space, travel may be required.
- » Lengthy computer hours doing editing, research, tracking project development.
- » Ability to work using zoom or phone or other technology alternatives to meeting the goals of the project.
- » May work partially remotely with home office location located within acceptable driving distance.
- » All work is done in a general office environment.
- » Travel for meetings may be required.
- » May be required to work evenings and weekends

Ability to Commute or Relocate

- » Lower mainland, BC: reliably commute or plan to relocate before starting work (preferred)

Schedule

- » Day shift
- » Monday to Friday

Benefits

- » Dental care
- » Extended health care
- » Vacation and paid time off
- » Vision care

What You Will Bring

At least 5 years' experience in program and contract management along with a bachelor's degree in public administration or business administration, or a closely related field, or an acceptable combination of equivalent education, training, or experience in related fields

What You Will Do

- » Manage all aspects of the delivery of Michif-French language grant programs with minimal direction from the Language Programs Director, including the



development and implementation of program criteria and timelines, and all aspects of the Michif Mentor Apprenticeship Programs process including developing a scoring matrix and facilitating the MAP Program meetings.

- » Manage the budget of one or more language programs to ensure that all expenses within the program are eligible and match the revenue. Tracks grant amounts and milestone payments, including tracking payments by a variety of different funders.
- » Develop detailed reports on one or more language grant programs, including narrative and financial reports with information such as number of applicants, participants, challenges and successes, and total funding delivered. Provides accurate and thorough reports in a timely manner.
- » Direct Language Program Assistant(s) and/or contractors in the delivery of their duties.
- » Delegate tasks as appropriate and uses clear communication to provide instruction in and feedback on those tasks.
- » Travel to communities to conduct site visits and project monitoring, and to coach and support community teams.
- » Travel to conferences, training workshops, meetings and other events as required to represent the BCMF Mentor Apprenticeship Programs and to share about the Language Programs.

Education

- » Bachelor's Degree (preferred) or equivalent education and experiences.

Skills & Abilities That Would Help You Succeed

- » Ability to build relationships with community members.
- » Understanding of language learning and best practices in immersion
- » Training and facilitation skills
- » Creative problem solving, conflict resolution skills, and cultural awareness.
- » Demonstrated experience in effective program management.
- » Excellent oral and written communication skills
- » Experience writing grant proposals and reports.
- » Strong file management and organizational skills
- » Demonstrated tact and judgment in interpersonal relationships.
- » Ability to respond effectively to sensitive issues, inquiries, and complaints.
- » Detail oriented and able to work with exceptional volume of data.
- » Familiar and competent with the MS Office Suite including Word, Excel*, Power Point and Outlook (*Exceptional level of data base understanding)



Specialized Knowledge

- » Understanding Indigenous language revitalization contexts and community-based programming an asset.
- » Understanding of Métis Traditions, Culture, Communities and Political Climates.

Flexible Language Requirement

- » French baseline language is an asset.
- » Speaking a second language is an asset.

Who We Are

The BC Métis Federation (BCMF) is a non-profit association that works with Métis communities to ensure the well being of BCMF members. Through grassroots efforts, BCMF advocates on behalf of its many members, living all across the province.

Preserving our heritage and sharing it with younger generations is necessary for the survival of Métis peoples. Through cultural revitalization, gathering in community, and sharing stories we ensure our legacy lives on.

For more information about the BC Métis Federation, visit: BCMetis.com

What We Offer

- » We value your work-life balance and family/community time.
- » Additional statutory holidays, including National Indigenous Peoples' Day and National Day for Truth and Reconciliation.
- » Travel opportunities to conferences and community events.

Signatures

I have read, understand and accept this job description with the following comments:

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____