

Job Title: Administrative Assistant

Company: BC Metis Federation

Location: Vancouver, BC

Employment Type: Full-Time

About Us:

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 across the province. BCMF works with integrity and collaboration towards advancing Métis knowledge, language, culture, wellness, and self-determination today and for future generations of Métis families.

Job Overview:

We are seeking a proactive and organized Administrative Assistant to support our team. The successful candidate will manage office tasks, assist with daily operations, and support various projects. This summer student position is open to any Métis youth planning to attend post-secondary education in the fall. The position is full-time from May 6th to August 30th and will be based out of BCMF's Vancouver office.

Key Responsibilities:

**Administrative Support:** Perform general administrative tasks, including managing phone calls, scheduling appointments, and handling correspondence.

**Office Management:** Maintain a well-organized and efficient office environment.

**Communication:** Act as a liaison between team members, community leaders, and project coordinators, ensuring effective and timely communication.

**Data Entry and Record Keeping:** Accurately enter and maintain data in company databases, ensuring information is up-to-date and easily accessible.

**Travel Arrangements:** Assist in making travel arrangements, including booking flights, hotels, and transportation for team members as needed.

**Event Coordination:** Support organizing company events, meetings, and conferences, ensuring all logistics are well-managed.

*Li taan paasii. Li taan ki vyayn.*

*From our past. For our future.*



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Qualifications:

- Experience as an Administrative Assistant or in a similar role.
- Strong organizational and multitasking skills, with attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and other relevant software.
- Ability to prioritize tasks and work independently.
- Professional demeanor and strong interpersonal skills.

To apply, submit a resume to Keith Henry by email: [K.Henry@BCMetis.com](mailto:K.Henry@BCMetis.com)

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