



**WESTBANK  
FIRST NATION**

*Community. Leadership. Pride.*

## **WESTBANK FIRST NATION** Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

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**TITLE: Education Administrative Assistant**  
**MINIMUM SALARY: Commensurate with experience**  
**DEPARTMENT: Community Services**  
**TERM: Full-Time**

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**POSITION SUMMARY:** The Education Administration Assistant position is primarily responsible for providing a variety of administrative support services to the Education Department including Employment & Training (OTDC), Active Measures & Social Development. The incumbent must provide well-organized administrative support, strong computer skills and keep related business transactions and correspondence personal and confidential.

**DUTIES AND RESPONSIBILITIES:**

- Performs basic administrative tasks for the Education Department Team
- Drafts and prepares confidential and non-confidential materials such as forms, correspondence, reports, spreadsheets, and power point presentations
- Prepares and maintains spreadsheets using Excel and forms using Adobe
- Coordinates accounts payable submissions based on standardized guidelines (i.e. monthly living allowance, tuition, textbooks and supply, K-12 student allowance, and tutoring) for Education Services Manager's approval
- Maintains Education and Income Assistance file management systems, either hard copy or electronic as directed
- Assists Social Development in client applications for Income Assistance and other applications pertaining to Social Development initiatives
- Transcribes, prepares, and distributes department meeting agendas and minutes; schedules meetings as directed
- Assists with organizing special events (lunches/farewells, graduations, career fair, etc.)
- Performs other duties and responsibilities as necessary in the performance of the position as required
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the Manager of Education Services
- Maintains confidentiality on all matters relating to the affairs of the Westbank First Nation

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Grade 12 Diploma or equivalent work experience is required
- Certification in Office Administration or equivalent is preferred
- 3 years Office Administration experience
- Strong computer skills in Microsoft Outlook, PowerPoint, Word, Excel, and Adobe
- Experience drafting and preparing letters, reports, spreadsheets and application forms
- Experience in managing confidential situations and materials
- Experience working with First Nations Organizations
- Ability to work independently or collaboratively within a team
- Strong interpersonal, organizational, and planning skills
- Strong attention to detail, accuracy, and outgoing nature
- Must possess excellent written and verbal communication and client service skills
- Caring and confident client service skills
- Knowledge of barriers that interfere with clients' employment
- Ability to follow direction to complete quality research and/or background information
- Ability to understand and follow policies and mandates
- Self-motivated with the ability to take initiative without direction
- Excellent filing skills (electronic and manual)

A competitive salary and benefits package is offered. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#). This position will **remain open until filled**. **Please reference #17-14 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\*Incomplete and/or late submissions will not be accepted\***

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