



Join Our Team!

LAKE BABINE NATION

Posted: May 13, 2022; UNTIL POSITION FILLED

EDUCATION EXECUTIVE ASSISTANT

Term Position

RESPONSIBILITIES

- Take initiative in Post-Secondary or Elementary/Secondary School Coordinator's absence
- Assist and ensure that an individual is an active participant in all phases of the job placement process.
- Provide on-going support and advocate on behalf of Lake Babine Nation students attending public schools
- Liaison with public schools, parents, and student in course selection, attend IEP plans with parents as requested by the parent.
- Reviews and code tuition invoices, fees for payment to the public schools for eligible students
- Liaises with Finance Controller and Finance department on behalf of Education Director and staff
- Process replies on own initiative or from Education Director's dictation or notes
- Meet with clients regarding students
- Maintain communication with school support staff, first nations support workers
- Maintain Professionalism on the phone and take detailed messages
- Provide back-up materials for callback's
- Route calls elsewhere as needed
- Maintain calendar, ascertain which events require Education Director's presence
- When the Director chairs meetings: Prepare agenda in advance, arrange meeting facilities or zoom meeting, Act as recording secretary; prepare action minutes
- Maintain confidentiality on all matters relating to the affairs of the education department and the Lake Babine Nation
- Prepare and distribute school supply request forms for eligible students
- Provides incentive allowance to secondary students. Obtains a copy of the student's report card every semester to calculate student allowances.
- Handle administrative detail, all projects
- Take part in any administrative meetings to assure administrative follow-through
- Perform other duties as required.

QUALIFICATIONS

- Grade 12 or Equivalent
- Experience with Indigenous People an Asset
- Excellent computer skills including office 365 and Zoom
- Good Communication, written and verbal
- Organization and time management skills

APPLY NOW!

Philine West, *Human Resource Assistant*

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Successful candidates of short-listing will be contacted.