



Education Administrative Assistant

Employment Opportunity

Position Title:	Education Administrative Assistant
Reports To:	Education Director
Hours:	35 hours per week
Wage:	\$20.75 - \$25.63 per hour <i>(starting wage commensurate with experience)</i>
Status:	Full-time Permanent
Start Date:	ASAP
Benefits:	Comprehensive benefits package RRSP matching
Location:	Burns Lake, BC

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking an organized and professional individual to join our team as the Education Administrative Assistant at LBN.

The Education Administrative Assistant is responsible for providing clerical and administrative support to the Education Director and the Education Department. The Education Administrative Assistant will coordinate workflows in the department, track projects and tasks with updated action items, schedules, and deadlines, compose correspondence and documents for the Director, research and draft reports, and maintain calendars and meetings for the department and Education Director. As an organized self-starter, the Education Administrative Assistant takes action to minimize distractions within the department, from screening communications and visitors to delegating tasks with a high degree of tact and confidentiality.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Coordinate workflows for the department through project and action trackers, schedules, calendars, and communications.
- Maintain procedures manual to ensure consistent performance of routines.
- Compose/draft correspondence and reports for the Education Director's review and signature.
- Arrange essential mail in priority action order for the Director.
- Check deadlines on incoming requests and take action on preliminary tasks/work.
- Draft replies from own initiative, or from the Director's dictation or notes.
- Research, draft, and/or summarize reports.



Education Administrative Assistant

Employment Opportunity

- Arrange "callbacks" to protect Director's time. Provide relevant materials for callbacks.
- Maintain calendar; ascertain which events require the Director's presence.
- Fix commitments to maximize Director's time efficiency, allowing for decision/admin time.
- Support meetings and committees by preparing agendas in advance, booking meeting location and facilities, act as a recording secretary, prepare minutes and action items, and send meeting invites/agenda/information/minutes to attendees.
- Screen visitors and guests to minimize departmental interruptions.
- Lead administrative tasks for travel, including booking through internal or external agents, prepare itineraries and supplies, and prepare a travel schedule, etc.
- Prepare expense report tools for the Director.
- Complete expense reports after trips and events.
- Improve and streamline the data storage/retrieval systems and processes.
- Routinely re-order department supplies.
- Update mail/phone directories, secretarial/clerical desk manual, and the index for the department.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Office administration certificate.
- Minimum of three (3) years of experience in an office administration role.
- Experience working with Indigenous Peoples or communities is an asset.

Knowledge, Skills & Abilities

- Have the philosophy that children are our future and treat each child with respect, patience, and love.
- Strong analytical, organizational, coordinating and planning skills.
- Demonstrated ability to verify, research and collect data and prepare reports and other documents.
- Time management skills with the ability to manage competing priorities to meet deadlines.

Position-Specific Competencies

- Communication: Greets visitors, staff, and members warmly and professionally. Responds to queries in a timely manner. Demonstrates tact, discretion, confidentiality, and professionalism in all interactions.
- Initiative: Self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.



Education Administrative Assistant

Employment Opportunity

- **Technical Proficiency:** Uses Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook) to prepare documents, track data, and create reports. Operates office equipment such as phones, printers, and scanners efficiently.
- **Problem Solving & Decision-Making:** Addresses issues proactively before they escalate. Makes data-informed decisions and communicates decisions and rationale clearly.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Access to reliable, personal transportation for travel.
- Completion of a Criminal Records Check with a vulnerable sector search, with satisfactory results relevant to the position.

Working Conditions

- Travel to schools/communities may be required.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.