



JOB POSTING

POSITION TITLE: Program Assistant

STATUS OF EMPLOYMENT: Full Time, 1 year contract

BACKGROUND: The Emergency Planning Secretariat is an emerging body in the Lower Mainland looking to improve Mainland Coast Salish emergency preparedness and adaptation to climate change. Our main tool for achieving this is our Regional Action Plan, or Hilekw Sq'eq'ó, which localizes the Sendai Framework for the 31 Mainland Coast Salish First Nations, weaving together Mainland Coast Salish knowledge and culture with best practices in emergency management around the world. The recently released Action Plan focuses mainly on flooding for its first iteration. In addition to the Action Plan, the EPS also supports First Nations flood planning throughout the Lower Mainland. Please find more information at our website!

<https://www.emergencyplanningsecretariat.com/>

POSITION SUMMARY: The program assistant is responsible for supporting the management of the Emergency Planning Secretariat office, leadership engagement and administration, as well as supporting community engagement.

COMPENSATION: Starting salary at \$55,000 - \$65,000 depending on experience

Job Description

1. EPS Administrative Support
 - Process Accounts Payable and Cheques





- Keep updated contact lists
 - Coordinate office maintenance
 - Order office supplies and program equipment as needed
 - Coordinate regular EPS Staff Meetings, including preparing meeting agendas, distribute meeting packages, meeting set up, and note-taking
 - Manage EPS documents and records
2. Coordinate EPS Leadership Engagement
- Coordinate regular Leadership Committee Meetings, including preparing meeting agendas, distribute meeting packages, meeting set up, and note-taking
 - Coordinate regular outgoing communications to Leadership and Communities as directed by staff
 - Support EPS Leadership Committee as needed
3. Support Hilekw Sq'eq'o and Community Engagement
- Support EPS Communications, including advertising of meetings and events, newsletters and others
 - Support coordination of regular Hilekw Sq'eq'o Meetings, including preparing meeting agendas, distribute meeting packages, meeting set up, and note-taking
 - Support coordination of engagement meetings as needed
 - Identify community engagement opportunities
4. Support Program Manager and EPS Staff as needed
5. Maintain respectful and effective relationships with each of the 31 Mainland Coast Salish First Nations and external partners

REPORTS TO: EPS Program Manager

EDUCATION AND EXPERIENCE

- A Post-Secondary degree or courses in Business Administration and/or Information Management, or equivalent experience;
- The ability to work in a team environment and independently;
- The willingness to spend time away from home to attend meetings and/or conduct field work;
- The willingness to set up and disassemble meeting venues (tables, chairs, PA systems, etc);
- An adaptable attitude to handle variable schedules and needs of different partners; and



- Intermediate/advanced computer and typing skills (MS Office Suite).

SKILLS AND COMPETENCIES

- Training or relevant experience in communications and information management;
- Knowledge of B.C. First Nations perspectives and communication styles/preferences;
- Knowledge of political and social impacts that affect BC First Nations;
- Experience with event management and set-up
- Experience generating and maintaining distribution lists;
- Familiarity with online calendar and task management systems
- Excellent organizational and time management skills; and
- Ability to establish and maintain co-operative working relationships with colleagues, external agencies and their representatives.

OTHER REQUIREMENTS

- Must be willing to submit to a criminal record check
- Must be in compliance with federal vaccination regulations
- Must be willing to set up meeting equipment
- Must have a valid driver's license and access to a reliable vehicle
- Must be willing to work in a hybrid work environment, both at home and in office, with some travel required
- A laptop will be provided, and travel will be compensated

PLEASE EMAIL A COVER LETTER AND RESUME TO: gillian.fuss@emplans.ca

THIS JOB POSTING WILL BE AVAILABLE UNTIL MAY 31, 2023