



Housing Administrative Assistant Intern, \$18.00 per hour

The West Moberly First Nations (WMFN) is located a 35 minute drive/40 kms northwest of Chetwynd, BC at the west end of Moberly Lake. The area is surrounded by the lake and rivers, trees and mountains. Our community values its mission which is to positively enhance the procession of West Moberly First Nations ethics with respect, honesty, fairness, integrity and self motivation by promoting open communication with members, Chief & Council and staff.

About the position

The Housing Administrative Assistant Intern (Trainee) is a Canadian Mortgage and Housing Corporation (CMHC) funded position under their Housing Internship Initiative for First Nation and Inuit Youth (HIIFNIY) Program; **where the incumbent Trainee must be of First Nations or Inuit Youth, aged between 19 and 30 years old at the beginning of the Program and must be available to start by no later than February 1, 2021.**

The Trainee does not have to live in a First Nations or Inuit community. However, they cannot be employed somewhere else during the internship or receive Employment Insurance while in the Program. If the Trainee is already receiving EI benefits, they must discontinue them before starting the internship. The Program will last for less than one year (maximum of 50 weeks), with potential for extension for up to an additional year (based on approved annual applications).

The goal is for the Trainee to evolve into a permanent, full-time position as a Housing Administrative Assistant for WMFN at the end of the Internship.

The Trainee is responsible for the administrative and secretarial support to the West Moberly First Nations (WMFN) Housing & Capital Projects Manager and will also provide assistance and support to the Housing and Operations Maintenance Supervisors. This role coordinates the administrative work of the Housing, Operations & Maintenance, and Capital Projects Departments, to ensure the office and work runs smoothly.

Responsibilities:

- Comply with submission of:
 - Criminal Records Check, including Vulnerable Sectors.
 - Current driver's License and Driver's Abstract.
 - Oath of Confidentiality; and
- Take direction from Housing & Capital Projects Manager, and/or the Housing Maintenance Supervisor and Operations & Maintenance Supervisor.
- Provide administrative support including organizing meetings, correspondence and liaising with outside contractors to support the department.
- Provide procurement assistance in keeping inventory of supplies replenished.
- Provide quality control of the Community Communications to its members from the Capital Projects, Housing and/or Operations & Maintenance Departments.
- Reconcile accounts and prepare reports.
- Other capital projects, housing and operations' administrative duties as requested; and
- Comply with all WMFN Policies, procedures, and protocols.



Competencies and Skills:

Education and Work Experience:

- Post-secondary education or formal training in office administration preferred.
- Post-secondary education or formal training in accounting and/or bookkeeping preferred.
- Previous administration experience, preferably within a First Nations environment is preferred; and
- Understanding or willingness to learn of First Nations Governance.

Knowledge, Skills and Abilities:

- Clear and concise phone manner and communication style both verbally and in writing.
- Organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Working knowledge of basic record keeping and bookkeeping/accounting procedures.
- Ability to work effectively, both independently and as part of a team; and
- Skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, PowerPoint), related databases and Internet.

What We Offer

A flexible work life, 70 hours every 2 weeks, including possible evening and weekend hours, a competitive salary with the opportunity to learn and lead this very important program for our Nation. A full job description will be provided to applicants.

How to Apply

Interested candidate can email their cover letter, including salary expectation, along with a resume as soon as possible and by no later than January 22, 2021, to jobswmfng@gmail.com.

This position must start no later than February 1, 2021.

We thank all applicants for their interest, however only individuals selected for an interview will be contacted.