



Employment Opportunity

Job Title: *LFFA Administrative Assistant*
Location: *Abbotsford, BC*
Term: *Full-time Position*
Start date: *ASAP*
Wage: *Competitive, annually, negotiable subject to experience and qualifications, salary range 38k to 53k*
Reports to: *LFFA Finance and Administration Manager*

BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) is a collaboration of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon. The organization is guided by an Executive Committee who is directed by Delegates of the First Nations. The LFFA provides advocacy, communications, technical and coordination support to First Nation communities and their leaders on fishery matters.

Working with LFFA will provide candidates with diverse administration experience. The organization was established in 2010 and is growing its capacity to support First Nations to manage fish and fisheries in the Lower Fraser region. The LFFA is an aggregate organization that engages government, industry, stakeholders, and non-governmental organizations (NGOs) to establish best practices and coordinate resource and First Nation capacities. The LFFA has recently renewed its Strategic Plan to reorganize its growing capacity and better position itself to serve the interests of the Lower Fraser First Nations.

POSITION:

The Administrative Assistant is an integral part of our team, ensuring continued success of the LFFA in serving our communities. This role involves the following areas of work:

Assist in all aspects of the LFFA communications and coordinating distribution and contact lists.

- a) Supporting LFFA staff, Delegates, and partners in administrative processes. (admin support)
- b) Support LFFA staff in event coordination. (admin support)
- c) Managing office and program inventory.(office management)
- d) Managing LFFA record keeping, filing and electronic filing systems. (office management)
- e) Manage incoming mail and deliveries. (communications)
- f) Managing incoming telephone and electronic communications. (communications)
- g) Other tasks, duties and responsibilities as so directed by the immediate supervisor.

KEY FUNCTIONS:

The Administrative Assistant will provide administration, communication and event coordination support for the Lower Fraser Fisheries Alliance to support the operational and coordination of the organization.

This individual will have an adept ability to develop sound working relationships with LFFA Delegates, Executive Committee, Working Groups and Lower Fraser First Nations. The successful applicant should be proficient at working in a fast-paced and dynamic environment with Government officials, Non-Governmental Organizations and Stakeholders.

Activities will include:

1. Administrative Support
2. Communication
3. Meeting and event management

SKILLS AND KNOWLEDGE:

- Ability to manage and prioritize heavy workloads involving multiple tasks and changing priorities.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- The ability to work in a team environment and independently.

OTHER REQUIREMENTS/ASSETS:

- Knowledge and appreciation of First Nations culture and how culture impacts the development of individuals and communities.
- Exceptionally strong writing and oral communication skills.
- Demonstrated ability to communicate and work effectively with First Nations communities and service providers.
- Demonstrated interpersonal skills that promote mutually beneficial and respectful professional relationships.
- Practical knowledge of federal, provincial, and aboriginal organizations.
- Professional commitment, flexibility and good problem and dispute and resolution skills.
- Demonstrated leadership and team building skills.
- Ability to balance competing priorities and work under pressure.
- Access to transportation to attend off site meetings and engagements.

EDUCATION AND EXPERIENCE:

- Minimum Grade 12 education with post-secondary courses or demonstrated experience in Office Administration, Information Management and/or Communications.
- Three years of experience working in a similar position.
- Experience generating and maintaining electronic distribution lists.
- Proficient in MS Office Suite, Adobe Suite and online meeting software such as; ZOOM, Go To Meeting, or MS teams.

- Experience in file management including Dropbox, Microsoft One Drive etc.
- Demonstrated experience working with consultants, government agencies, and non-governmental organizations.

Application Deadline: This Employment Opportunity will remain posted at lffa.ca until the position has been filled.

Interested candidates should submit their resume, 3 letters of reference and cover letter to:

**Attn: Rosalie Hope , Finance and Administration Manager
Lower Fraser Fisheries Alliance
3092 Sumas Mtn. Rd.
Abbotsford BC V3G 2J2**

Tel: 604-217-5585
E mail: rosalie.hope@lffa.ca

Only those selected for an interview will be contacted. Preference is given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code.