



P: 250.630.2800 A: Blueberry Reserve Road, Buick, BC V0C 2R0

Employment Opportunity

Administrative Assistant

Location: Blueberry River First Nations

Reports To: Chief Administrative Officer (CAO)

Employment Type: Full-Time

Salary Range: Competitive salary based on qualifications and experience

About Blueberry River First Nations

Blueberry River First Nations (BRFN) is a proud Treaty 8 Nation located in northeastern British Columbia. Guided by our values of Respect, Inclusiveness, Responsibility, and Pride, we are committed to building a strong, self-sustaining community rooted in culture, governance, and prosperity for future generations.

We are seeking a professional, organized, and community-minded Administrative Assistant to support the Chief Administrative Officer (CAO), Chief and Council, and the day-to-day administrative operations of the Nation.

Position Summary

The Administrative Assistant provides confidential administrative and clerical support to the Chief Administrative Officer (CAO) while assisting Chief and Council with scheduling, communications, meeting coordination, and office administration.

This position plays an important role in supporting effective governance, organizational operations, and communication within Blueberry River First Nations. The successful candidate will be highly organized, adaptable, professional, and able to handle sensitive information with discretion.

Key Responsibilities

Administrative Support

- Provide administrative support to the CAO, Chief, and Council.
- Manage calendars, appointments, and scheduling for meetings and events.
- Prepare correspondence, reports, meeting agendas, minutes, and presentations.
- Maintain organized filing systems, records, and confidential documents.
- Answer phones, respond to inquiries, and direct communications appropriately.
- Assist with travel arrangements, accommodations, and meeting logistics.
- Support office operations, including ordering supplies and maintaining office organization.

Governance and Meeting Coordination

- Coordinate Chief and Council meetings, committee meetings, and community meetings.
- Prepare meeting packages and distribute materials in advance of meetings.
- Record and distribute meeting minutes when required.
- Assist in tracking action items, resolutions, and follow-up tasks.
- Support communication between leadership, staff, community members, and external organizations.

Communications and Community Support

- Assist with preparing community notices, newsletters, and communications.
- Welcome and assist community members, visitors, and external partners in a respectful and professional manner.
- Maintain confidentiality while supporting sensitive administrative and governance matters.
- Provide support during community events and engagement activities when required.

Records and Financial Administration

- Assist with data entry, document management, and records administration.
- Support invoice tracking, purchase orders, and administrative financial processes.
- Maintain accurate records and ensure documents are properly archived.

Qualifications and Experience

The ideal candidate will possess:

- Diploma or certificate in Office Administration, Business Administration, or a related field, or an equivalent combination of education and experience.
- Minimum 2–3 years of administrative experience, preferably within a First Nations government, public administration, or community organization.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Strong attention to detail and ability to maintain confidentiality.
- Proficiency with Microsoft Office Suite including Word, Excel, Outlook, and Teams.
- Ability to work independently while managing multiple priorities.
- Professional, respectful, and approachable demeanor.
- Valid BC Driver's License is considered an asset.

The following would be considered assets:

- Experience working with Chief and Council or senior leadership.
- Knowledge of First Nations governance structures and community operations.
- Experience taking meeting minutes and preparing governance documents.

- Familiarity with records management and administrative procedures.
- Equivalent combinations of education, training, and experience will be considered.

What We Offer

- Opportunity to support meaningful Nation-building work.
- Collaborative and respectful work environment.
- Competitive compensation package.
- Opportunities for professional growth and development.
- Meaningful work supporting leadership and community priorities.

Working Conditions

- This position is office-based.
- Occasional evening or weekend work may be required to support meetings and community events.
- The successful candidate may be required to complete a criminal record check.

How to Apply

Interested applicants are invited to submit:

- A cover letter outlining their qualifications and interest in the role; and
- A current resume.

Please submit applications to:

Craig Smith cao@blueberryfn.ca

Applications will be accepted until the position is filled.

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

Preference may be given to qualified Indigenous applicants in accordance with Section 16(1) of the Canadian Human Rights Act.