



# Fort Nelson First Nation

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## EXTERNAL POSTING

<b>Job Title:</b>	Program Assistant, Learning & Development (Clerk IV)	<b>Posting #:</b>	16-2024
<b>Department:</b>	Human Resources	<b>Grade:</b>	4 L1
<b>Location:</b>	2026 Kennay Yah Road	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Director, Human Resources	<b>Starting Rate:</b>	\$26.70/hr.
<b>Key Areas:</b>	Learning, Development, Engagement, Support	<b>First Posted:</b>	2024-04-24
<b>Effective Date:</b>	Immediate, full time permanent	<b>Closes:</b>	When Filled

### Job Scope

Reporting to and receiving direction from the Director of Human Resources, the Learning & Development Program Assistant is responsible for the administration of learning and development programs, initiatives, and processes, that support sustaining good organizational development and a teamwork environment. The Program Assistant provides excellent customer service to help ensure timeliness of learning & development activities including administration of communications, service delivery, and effectiveness of program components. Programs will support the organization’s learning, development and engagement practices, with an emphasis on respecting culture, diversity, equity, and inclusion.

The Program Assistant engages in internal outreach activities that support resolving inquiries, and provides administrative support to team members and contracted instructors delivering education programs, to support the efficient delivery of learning and development activities across the organization. When feasible, learning and development experiences will be integrated with opportunities to engage with the community to build supportive working relationships that support the development of the community and organization. This Program Assistant actively supports management staff with the implementation of all staff training and development activities, including: onboarding activities, on-the-job training support, ongoing learning and development, career path design, training needs analysis, skills assessments, identification of training opportunities, implementation of training bond agreements, scheduling training, and tracking completed and ongoing learning and development needs for staff. A key aspect of the work includes ensuring information security and employee privacy are top priority, and that statutory training is implemented.

The Program Assistant implements innovative opportunities to improve employee learning and engagement using a variety of learning modalities, techniques, and programs; tasks include researching and developing learning content and materials that span a variety of disciplines, and researching and developing employee engagement activities. Other program assistance includes administrative functions such as: proofreading, maintaining records, data entry, clerical tasks, and producing accurate written materials, including correspondence, spreadsheets, and presentations, and designing and deploying learning evaluations and employee satisfaction surveys. The Program Assistant ensures the maintenance of the organization’s online learning and development systems, and advocates for and supports the organization to become regarded as a learning organization. The Program Assistant engages in daily, weekly, and monthly work planning and reviews work plans with the Director, as necessary. Other tasks include supporting the work of HR colleagues, participating in HR teamwork assignments and research projects, and backfilling minimal required tasks for other HR department staff during short leaves (i.e. annual vacation). Other related duties.



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## Candidate Profile

Benefiting from the knowledge and experience of our Director of Human Resources who is a Chartered Professional in Human Resources (CPHR) and who has worked for our federal regulated employer for over a decade, this is a great opportunity for an individual who has a genuine passion and desire to implement exemplary learning and engagement services in the work environment. The ideal candidate embraces and values experiential learning, and shares the organization's values to support an Indigenized learning environment. This employee is an organized individual who can handle a busy workload and who asks questions to develop their understanding about the work. Proficient computer skills and abilities are critical to this work, as are solid communication skills, and excellent customer service skills. Often working on several small projects simultaneously, there is a requirement to continuously organize tasks and assignments to ensure completion of follow-up activities on time. This individual has a strong sense of responsibility, confidentiality, and professionalism, and maintains a diplomatic approach in all employment matters, and is a team player who is comfortable with deadlines and a mixed workload.

## Preferred Qualifications

### Education

- Graduation from High School, plus one year of post-secondary education.
- Training and proficiency in the MS Office Suite, internet browsing, web-based conferencing platforms (such as Zoom, Microsoft Office Teams), and solid technical aptitude
- Strong team player who is eager to learn and actively support colleagues
- Strong commitment to maintaining confidentiality and exercising discretion.

### Experience

- Minimum two (2) years' related experience or applicable transferable skills
- Experience working in an Indigenous organization, preferably First Nation's public administration
- Experience meeting deadlines, while maintaining a high level of productivity, accuracy and efficiency.
- Experience working with privacy protected information
- Experience working with electronic data entry and record keeping systems.

### Knowledge

- Knowledge of importance for respecting cultural values, equity, diversity and inclusion
- Knowledge and understanding of the importance for maintaining relationships with staff, community, and stakeholders.

### Skills

- Effective customer service skills: personable, patient and capable of interacting with a variety of people
- Effective written communication skills: capable of drafting, proof-reading and editing documents
- Effective interpersonal skills, including active listening, active engagement, and empathy.
- Effective verbal communications and facilitation skills
- Strong reading comprehension skills
- Effective organizational and time management skills, data management, and analysis skills.



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### Abilities

- Listen, problem-solve and respond clearly and concisely to inquiries, and deal with issues sensitively
- Exercise judgment, initiative, discretion, task switching, and creative thinking
- Organize workshops, events, meetings, and tours
- Create learning opportunities for others in a variety of formats
- Handle multiple small projects and respond appropriately and meet deadlines.

### Other (required):

- Candidates must be eligible to work in Canada and living in British Columbia or intent to settle in the province
- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to culture, equity, diversity, and inclusion, and Indigenizing the learning experience
- Satisfactory record of work performance is required
- Satisfactory completion of a Criminal Record Check
- Compliance with BC Immunization program, TB screening, and FNFN's COVID-19 vaccinations policy.
- Valid Class 5 Driver's Licence & Driver's Abstract
- Ability to provide own transportation to and from work; and
- Ability to speak/read Dene and/or Cree, is an asset.

### Optional:

- Diploma in Adult Education, Human Resources, or Communications or equivalent.

### Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training for: First Aid, WHMIS, and professional development relevant to the job.

### Work Conditions

This work takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. The majority of work occurs at a desk using desktop peripherals. There is a requirement to follow all safe work practices. Will be required to use a company vehicle to run errands related to the work.

### Compensation

**Remuneration:** Competitive hourly wage, 35-hour standard work week, comprehensive benefits (health/dental, insurances, weekly indemnities), pension, and 3 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.

**Lifestyle:** This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!



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## Application Instructions

**Closes:** When Filled. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. \* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.