



Operations & Administrative Coordinator Part-Time

Campbell River Region
Campbell River

Tuesday December 16, 2025

\$21 - \$25/ hour (starting at \$25/hr)

Company: North Island Metis Association

Website: <https://www.nimetis.com/careers.html>

Industry: Management/ Administration

How to apply:

Please submit resume, references, and a cover letter to Jackie Lever, Executive Director of North Island Métis at executivedirector@nimetis.com using the subject line "Operations & Administrative Coordinator".

Expiry Date:

Tuesday, December 30, 2025

Details:

JOB OVERVIEW North Island Métis (NIMA) is seeking a dependable, welcoming, and highly organized Operations & Administrative Coordinator to provide both front desk support and executive-level assistance to the Executive Director (ED). This role is ideal for someone who is the “glue” of an office: front-facing and friendly, yet detail-oriented, dependable, and able to keep operations running smoothly behind the scenes. This combined position includes reception duties, member intake, scheduling, record management, data support, cleaning duties, and day-to-day operational assistance. The position is 25-30 hours per week and starts at \$25/hour, with the wage reflecting the candidate’s education and relevant experience.

RESPONSIBILITIES - Welcome and direct members and visitors; respond to telephone inquiries and relay messages. - Manage scheduling for the Executive Director, staff appointments, and member bookings, including confirmations and follow-ups. - Maintain confidential records, including member files, HR documentation, and organizational paperwork. - Provide administrative support such as preparing correspondence, reports, meeting materials, and presentations. - Support board and committee coordination: scheduling, materials preparation, notes, and task tracking. - Organize and maintain digital and physical filing systems for smooth daily operations. - Assist with basic data entry and preparation of summaries, tables, or reports as needed. - Monitor and maintain inventory of office supplies and assist with ordering. - Conduct background research or gather information to support planning and decision-making. - Assist in organizing workshops, meetings, programs, and community events. - Clean the office weekly, including tidying shared areas, wiping surfaces, and ensuring a welcoming environment. **ADDITIONAL NOTES** - Candidates must be willing to work flexible hours – evening and weekend work as required - Must provide a current Criminal Record Check - Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants who are Métis, or other Indigenous

Qualifications & Experience:

- Secondary school graduation or equivalent - Experience in reception, administration, or executive support - Strong organizational skills and attention to detail - Clear, professional writing and communication abilities - Ability to work independently and manage shifting priorities - Comfort with basic digital tools (Microsoft Word & Excel, Google Suite, etc.) - Familiarity with—or willingness to learn about—Métis culture - Ability to maintain discretion and handle confidential

