



Administration Officer

Full-Time

Campbell River Region
Campbell River

Friday May 15, 2026

\$26 - \$30/ hour (30 hours a week)

Company: North Island Métis

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

Industry: Management/ Administration

How to apply:

Please submit a cover letter and resume with two references to frontdesk@nimetis.com using the subject line "Administration Officer"

Attachment: [Administration Officer 20260429_0.pdf](#)

Expiry Date:

Friday, May 29, 2026

Details:

JOB OVERVIEW NIMA is seeking a dependable, welcoming, and highly organized Administration Officer to support the day-to-day operations of the organization and provide direct administrative support to the Executive Director. This role is central to the smooth functioning of the office. It includes front desk responsibilities, coordination of administrative systems, and support for organizational processes such as membership management, internal documentation, and governance-related work. The Administration Officer will be responsible for maintaining accurate records, supporting consistent administrative procedures, coordinating office operations, and ensuring information flows effectively across teams. The role also provides key support to the Executive Director in the development and maintenance of policies, procedures, bylaws, and other organizational documents. This position is well suited to someone who is detail-oriented, reliable, and comfortable working across multiple areas, including membership systems, program coordination, and internal operations. The successful candidate will be able to manage competing priorities, follow established procedures, and contribute to improving administrative systems over time. This position is 30 hours per week at \$30/hour. It is a permanent position and includes extended health and dental benefits, as well as a pension plan. The position is available for an immediate start. The language of work is English. The work location is our main office at A123A - 740 Robron Road in Campbell River, BC. ADDITIONAL NOTES Candidates must be willing to work flexible hours - evening and weekend work as required Must provide a current Criminal Record Check Must hold a valid driver's license and provide a current, clean driver's abstract Pursuant to section 41 of the BC Human

Rights Code, preference will be given to applicants who are Métis, or other Indigenous Position originally posted on May 1, 2026

Qualifications & Experience:

Bachelor's degree Minimum one year of relevant administrative or office coordination experience Strong organizational skills with the ability to establish priorities, manage multiple tasks, and meet deadlines Demonstrated ability to apply and improve administrative procedures and systems High level of accuracy and attention to detail, particularly in records management and data tracking Strong written communication skills, with experience preparing correspondence, reports, or internal documents Proficiency in Microsoft Excel and other digital tools (Word, Google Suite), with the ability to manage tracking systems and organize data effectively Experience maintaining confidential information and handling sensitive documentation with discretion Experience coordinating office operations, administrative systems, or records management processes Experience supporting policy, procedure, or governance documentation (e.g., manuals, handbooks, bylaws) Familiarity with membership-based organizations, registration processes, or client intake systems is an asset Knowledge of NIMA and Métis Nation British Columbia (MNBC) processes, or the ability to learn and apply them quickly Working knowledge of Métis culture, history, and community context, or a demonstrated willingness to learn and apply this knowledge respectfully Ability to work independently while coordinating with multiple teams and maintaining clear communication
