



SASAMANS SOCIETY

JOB POSTING

Jordan's Principle Approved Request Contingency (ARC) Payments Administrator

Sasamans Society is seeking a dynamic and motivated individual for the position of *Jordan's Principle ARC Payments Administrator*. This F/T position will be based out of Campbell River, B.C., 5 days (35 hrs) per week. [Jordan's Principle](#) is a child-first and needs-based principle in Canada to ensure that First Nations children have equitable access to all government funded public services. The initiative ensures that all First Nations children living in Canada can access the products, services, and supports they need, when they need them.

KEY RESPONSIBILITIES

Financial Administration and Payment Coordination

- Coordinate and process payments for approved Jordan's Principle requests in compliance with Indigenous Services Canada program delivery guidance and organizational policies and procedures.
- Issue payments to parents/guardians and service providers on behalf of Indigenous Services Canada under the ARC Fund initiative.
- Review, process, and track invoices and payment documentation to ensure accuracy and completeness.
- Assist with budget monitoring, financial tracking, and reconciliation in collaboration with organizational finance staff.

Records Management and Reporting

- Maintain accurate and up to date Excel databases of Jordan's Principle requests, payments, and supporting documentation.
- Ensure consistent file management, record keeping, and accountability practices in accordance with organizational standards.
- Prepare and submit financial and program reports to funders in consultation with organizational leadership and finance departments.
- Collect, analyze, and report financial and administrative data using Excel and other financial tracking or database systems.

Program and Administrative Support

- Provide administrative support to the Jordan's Principle Service Coordinator to support service coordination activities.
- Support the development, implementation, and continuous improvement of administrative payment systems, processes, and procedures.
- Provide direct administrative support to families to facilitate the purchase of products and services approved under Jordan's Principle ARC funding.

Stakeholder Engagement and Liaison

- Liaise with Indigenous Services Canada representatives, the Jordan's Principle Enhanced Service Coordination Hub, service providers, and community-based partners in the implementation of the ARC Fund initiative.
- Work respectfully and effectively with Indigenous families and communities to support access to services and funding.

- Disseminate information related to Jordan's Principle to families, service providers, and community-based professionals to reduce service barriers and support awareness of available supports.

Education and Experience

- Post-secondary education in Business Administration, Office Administration, Accounting, Public Administration, Social Services, or a related field, or an equivalent combination of education, training, and relevant work experience.
- A minimum of two (2) years of relevant experience in an administrative, financial, program coordination, case management, or program support role, preferably within a social service, health, government, Indigenous organization, or community-based setting.
- Demonstrated experience with financial administration, including processing payments, reviewing invoices, maintaining financial records, tracking expenditures, and supporting reconciliations or budget monitoring.
- Demonstrated experience maintaining accurate and confidential records, databases, spreadsheets, and supporting documentation, with strong attention to detail and accountability.
- Must demonstrate proficiency in Microsoft Office, particularly Excel, for data entry, financial tracking, reporting, and maintaining administrative databases.
- Experience working with Indigenous children, youth, families, and communities is considered an asset.
- Experience working with Jordan's Principle, Indigenous Services Canada, or other Indigenous health, social, education, or family-support programs is considered a strong asset.
- Experience working collaboratively with government agencies, Indigenous organizations, service providers, health and social service professionals, and community partners is considered an asset.
- Experience providing administrative support directly to families or individuals accessing funding, services, or community supports is considered an asset.

Additional Requirements

- Successful completion of a Criminal Records Check.
- Valid driver's licence and access to a reliable vehicle; travel within the region is required.

COMPENSATION AND BENEFITS:

- 35 hours per week
- \$28 per hour
- Extended medical and dental after successful completion of six months probationary period

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.

Please send **Cover Letter** and **Resume** to:

Lori Bull, Executive Director
680 Head Start Crescent, Campbell River, B.C. V9H 1P9
Or email: lorib@sasamans.ca

Posting open until position filled

Only those shortlisted will be contacted for an interview