



# 2020/2021 CUPE Posting #66

Fax # (250) 949-8792

*"Bringing Learning to Life!"*

February 11, 2021

## **TO CUPE LOCAL 401**

Employees are hereby advised that the following **REGULAR** position is available. Applications should be received no later than 4:00 p.m. February 26, 2021

## **SECRETARY – FIRST NATIONS PROGRAMS**

Pay Rate : \$26.18 per hour  
Location : District  
Hours of Work : 14 hours per week  
Start Date : ASAP  
Reporting To : Irene Isaac, District Principal, Aboriginal Programs

**MAJOR DUTIES AND QUALIFICATIONS - See attached job description**

Please direct all applications to: Mr. Ray McDonald, Secretary-Treasurer  
School District No.85 (Vancouver Island North)  
P.O. Box 90, Port Hardy, B.C. VON 2P0

cc: CUPE Payroll  
CUPE Local 401  
All Schools  
Port McNeill Maintenance  
Transportation  
School District Administration Office  
VINTA

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**SECRETARY – FIRST NATIONS PROGRAMS**

**DEPARTMENT: School District Administration Office**

**JOB SCOPE**

Reports to the District Principal (First Nations Programs).  
Performs secretarial duties related to First Nations education and curriculum.  
Provides information and assistance to staff, parents, First Nations community organizations, agencies, media and general public.  
Works without close supervision.  
Performs duties of a confidential nature.

**MAJOR DUTIES AND RESPONSIBILITIES**

Provides secretarial services to the District Principal (First Nations Programs).  
Prepares purchase orders, purchasing card reconciliations and invoices for approval.  
Monitors spending in aboriginal education accounts.  
Provides a liaison between district office, school offices and local First Nations.  
Attends FNE Council meetings and takes, prepares and distributes minutes.  
Maintains adequate filing system, simple office records and schedules of appointments.  
Maintains catalogue of First Nations resources and monitors the lending of these resources.  
Performs other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation, (Dogwood Certificate or equivalent) supplemented by one year of courses in office management.  
Ability to type accurately at 50 words per minute.  
Good working knowledge of provincial and local First Nations organizations and administrations.  
Knowledge of the culture of the Kwakwaka'wakw.  
Good interpersonal and communication skills.  
Ability to establish and maintain good working relationships with staff, parents, First Nations community organizations, agencies, general public and media.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to organize and work with minimum supervision.  
Good knowledge of business English, spelling and punctuation.  
Skill in operating standard office equipment including computers (e.g. word processing, spreadsheets and data base).  
Ability to work with speed and accuracy.  
Good working knowledge of office methods and procedures including taking minutes.  
Recent successful experience working with First Nations people.  
Two to three years of recent secretarial or clerical experience.

Revised Feb. 1997  
Reviewed Jun. 2000  
Reviewed Apr. 2007  
Reviewed Apr. 2011  
Revised Jun. 2015  
Revised Jun. 2016