



**NORTH ISLAND
MÉTIS**

Program Assistant

ABOUT NORTH ISLAND MÉTIS

North Island Métis (NIMA) is a registered non-profit organization. We were founded in November 1996 to represent the interests of Métis people residing in northern Vancouver Island, from Black Creek to Cape Scott. NIMA is a chartered community of the Métis Nation of British Columbia.

NIMA supports and enhances our members' relationships to the land and to their Métis culture, identity and language. We engage all Métis people on northern Vancouver Island through traditional knowledge and wellness services. We provide a community where our children, youth, adults and Elders heal and thrive as a proud nation.

JOB OVERVIEW

NIMA is looking for a Program Assistant. This position is to support with Métis programs that are run for community members. This position will work closely with NIMA's Program Manager. The position will be 35 hours a week and starts as soon as possible. The position pays \$22 per hour and includes extended health and dental benefits.

QUALIFICATIONS

Education, Training and Experience

- Secondary school graduation or equivalent
- Preference will be given to candidates of Métis ancestry

Knowledge, Skills and Abilities

- Knowledge of, or interest in learning, Métis history and culture
- Able to assist in planning, preparation, and delivery of engaging programs
- Able to work collaboratively and effectively with other staff
- Able to self-motivate and meet deadlines
- Comfortable working with, and able to engage, community members of all ages
- Strong time management and organizational skills, including keeping up-to-date records
- Proficient computer skills with Microsoft Office and Adobe
- A valid Class 5 BC driver's license and reliable vehicle
- Able to lift 10 kg / 20 lbs



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RESPONSIBILITIES

- Assist the Program Manager in planning and running of community programs, events, and workshops
- Assist in creating and building new programs as required
- Assist with general event duties, including set up and clean up
- Attend planned community events as required

ADDITIONAL NOTES

- Candidates must be willing to work flexible hours – evening and weekend work may be required
- Experience in social media, communications, web design or editing appreciated but not mandatory
- NIMA requires all employees to be fully vaccinated against COVID-19. Candidates must provide Proof of Vaccination
- Must provide a current Criminal Record Check with the Vulnerable Sector
- Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants who are Métis, or Indigenous (First Nation, Inuit)

**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 “Program Assistant”.**