



First Nations Health Authority  
Health through wellness

The First Nations Health Authority is a diverse and transformational health organization of professional, innovative and dedicated team members and leaders.

The first of its kind in Canada, FNHA works as a health-and-wellness partner with BC First Nations to support self-determination and decision-making to improve health outcomes.

## Employment Opportunity

The First Nations Health Authority is committed to respecting diversity within our workforce. Preference will be given to individuals with First Nations, Inuit, Metis or Aboriginal ancestry.

### Administrative Assistant

Term role ending March 31, 2021  
West Vancouver, BC

You are a detail oriented, passionate and enthusiastic Administrative Assistant looking to make a difference. You strongly believe in providing exceptional service and are comfortable working in a fast-paced environment with changing priorities. You have exceptional organizational and time management skills.

In this role, you will provide administrative support to the Senior Administrative Coordinator on a wide range of administrative tasks in office functions and activities throughout the Policy Planning & Quality Department. This position provides administrative support for implementation of plans, systems, processes and procedures essential for effective and efficient operations.

#### Education & Experience

- Successful completion of grade 12 plus a certificate in office administration or an equivalent combination of education, training and experience.
- Recent and significant experience in providing a full range of administrative support and services to a team, including a senior manager (recent defined as within the last 4 years, and significant usually defined as 2-3 years of experience)
- Experience in the use of Microsoft Office suite of software, including Word, Excel, PowerPoint and Outlook

#### WHAT YOU CAN EXPECT FROM US

Joining our family means joining an organization that supports personal growth, in-house training, a paid volunteer day and a unique full-day orientation program.

Leading with culture, all FNHA employees complete San'yas Indigenous Cultural Safety Training. We support our family to be leaders in wellness and all staff members develop a yearly wellness plan as part of their performance partnership and goal-setting.

FNHA offers competitive salary, pension, extended health benefits and employee supports for mental wellness including an EAP and cultural supports.

#### JOIN OUR HISTORIC JOURNEY

At FNHA, you'll have the opportunity to contribute to BC's history. With a unique governing structure and mandate, our fluid work environment means you can play an active role in real change.

Our talented teams value respect and foster lateral kindness in their working relationships. Our holistic approach to wellness, based on First Nations teachings, is incorporated into all aspects of work culture. Where else will you get to create a personal wellness plan as part of your performance goals?

If you are looking for more than a job, come join the FNHA family.

#### APPLICATION DEADLINE October 29, 2019 at 4:00pm

Submit your Cover Letter & Resume as **one document**.

#### Apply Online!

[www.fnha.ca/about/work-with-us](http://www.fnha.ca/about/work-with-us)

Confidential Fax: (604) 913-6135

Please include **"Self-Identified"**, if you are voluntarily identifying yourself as First Nations or Aboriginal.

**For more position details and information about us, please visit:**  
[www.fnha.ca](http://www.fnha.ca)

Please note that only those applicants shortlisted will be contacted. If you do not hear from us about this position, please accept our sincere appreciation for your interest in FNHA!  
We encourage you to watch our job board for future opportunities.