

EMPLOYMENT OPPORTUNITY

FIRST NATIONS HEALTH COUNCIL

POSITION TITLE: REGIONAL HEALTH SURVEY ADMINISTRATIVE SUPPORT



POSITION SUMMARY:

The RHS Administrative support will be responsible for providing support to the roll out of the 2008/09 Regional Health Survey (RHS) in BC.

ORGANIZATION: Research Analyst

TERM: 3 Months

ACCOUNTABILITIES:

- General office administration including accounts payable, data entry, including maintaining all contacts, mailing lists and database of data collectors
- Coordinate RHS Steering Committee Meetings and provide assistance with notes and minutes.
- Coordinate activities related to RHS faxes, mailing and couriers as applicable to the Regional Health Survey.
- Ability to work independently and work within a multidisciplinary team environment.
- Maintain RHS information for the FNHC website.
- Be knowledgeable of RHS with a demonstrated ability to be versed in written and oral communications.
- Develop and distribute communication pertaining to all aspects of the RHS (examples: newsletters, website, brochures).
- Responsible for carrying out other duties as required by the Regional Health Survey Coordinator and Director.

OTHER DUTIES:

Perform other related duties as required.

QUALIFICATIONS:

Education and Experience:

The candidate should have a Certificate and/or diploma in business/office administration OR equivalent experience and education with a minimum 3 years experience in an office support capacity.

- Proficient written and oral communication skills
- Must have proficient use of current office productivity software (Microsoft Office suite of products) to perform the requirements of the position.
- Excellent organizational and time management skills
- Perform basic research and preparing reports and recommendations;

Personal Qualities:

Must have the ability to function autonomously, take initiative and the ability to meet time sensitive deadlines. Must have excellent problem solving skills, the ability to establish and maintain co-operative working relationships and to work part of a multi-disciplinary team

WORKING CONDITIONS:

Normal office conditions with occasional travel to meetings and First Nations communities throughout B.C. After-hours participation in meetings or public events will sometimes be required.

Application Deadline: 12:00 pm Friday, October 2, 2009

Applicants are asked to submit confidential letters of application, with resume, providing details of work experience and three references before 12:00 pm, Friday, October 2, 2009, to:

Marina Gallagher, Operations Assistant
FN Health Society (official business entity of the First Nations Health Council)
1205 - 100 Park Royal South
West Vancouver, BC V7T 1A2
Phone: 604-913-2080
Fax: 604-913-2081
E-mail: mgallagher@fnhc.ca

The FN Health Society wishes to thank all applicants for their interest, and advises that **only those candidates to be interviewed will be contacted.** The FN Health Society hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. However, Aboriginal applicants will be given priority.