



Administrative Assistant (Term)



The Nuu-chah-nulth Tribal Council's Pre-Employment Supports (PES) Program is seeking a term (to October 2, 2026 – with the possibility of an extension), reliable, highly motivated term, full-time Administrative Assistant. Based out of Port Alberni, this position will support the PES Program's administrative activities.

Responsibilities Include

- Providing administrative support to PES Case Managers in their role to support individual program participants, and other PES staff
- Support the PES and Social Development Programs with financial processes (PO's, contracts, etc.)
- Liaising with staff from various organizations that provide services to clientele (such as Social Development Workers, Education Workers, Social Workers, NETP staff, etc.)
- Creates posters or workshops and events
- Provides administrative assistance for PES activities; notices, updates training calendars, organizes venues, catering, client incentives, emailing, faxing documents
- Assist in preparing for activities in accordance with the funding agreement
- Maintain inventories of program supplies, resources, and training materials
- Gather information and documentation required from vendors, contractors, and service providers
- Arrange meetings, training sessions, workshops, and community engagement activities

Preferred Qualifications

- Grade 12 or GED, with 6-12 months experience working in an employment service setting.
- Proficient in Excel, Word, Teams, and Outlook programs.
- Proven experience working with a database and reporting systems for government.
- Good communication skills, both written and oral.
- Ability to collaborate effectively with internal/external partners to facilitate/co-ordinate events.
- Understanding of First Nations history, developmental challenges, and opportunities.
- Demonstrated ability to maintain professional standards and confidentiality with respect to PES information and client files.
- Must have a reliable vehicle and valid driver's license.
- Provide acceptable references and criminal record check.

Competitive salary based on qualifications and experience: salary range \$51,000 - \$57,500 annually.



Apply by **1pm, August 10, 2026**, by sending your cover letter, resume, and three references (available to call) to:

Nuu-chah-nulth Tribal Council

P.O. Box 1383

Port Alberni, BC V9Y 7M2

Email: apply@nuuchahnulth.org

Nuu-chah-nulth Tribal Council