

**BC First Nations Gaming Revenue Sharing Limited Partnership
(BCFN GRS GP INC.)**

EMPLOYMENT OPPORTUNITY

Administrative Services Coordinator

The BC First Nations Gaming Revenue Sharing Limited Partnership has been established to receive, administer, distribute, and report on gaming revenues flowing from the Province to eligible First Nations in British Columbia. BCFN GRS GP INC. is the general partner and responsible for the business operations of the Limited Partnership. BCFN GRS GP INC. seeks a qualified and experienced Administrative Services Coordinator to support the work of engaging limited partners, sharing information, and reporting on use and impact of gaming revenues.

POSITION PROFILE:

The Administrative Services Coordinator will be the primary point of contact for and be responsible to British Columbia's 198 eligible First Nations. The Administrative Services Coordinator will promote understanding of the gaming revenue sharing partnership on an ongoing basis and support eligible First Nations to engage in the partnership. In addition, the Administrative Services Coordinator will design, implement and maintain our intranet and social media feeds on our website.

ACCOUNTABILITY:

The Administrative Services Coordinator takes direction from and is accountable to the General Manager, BCFN GRS GP INC.

SPECIFIC RESPONSIBILITIES:

- Working with the General Manager, Board members, and other staff, develop agendas, schedules, and record minutes for Board and Committee meetings. Follow up on RSVP's as required to achieve quorum for meetings.
- Coordinate, print, distribute and digitally file documents in advance of the Board and Committee meetings.
- Lead event coordination for Board and Committee meetings including arranging off-site space and catering. Arrange travel and accommodations for Board members and management as required.
- Record and advise staff of action items resulting from Board or Committee meetings. Track progress and report regularly on action items to General Manager.
- Prepare and manage logistics for annual Board meeting and AGM.
- Responsible for gathering, reviewing, amending (if requested), transmitting, filing and summarizing confidential gaming revenue sharing sign up, audit compliance and success story documentation.
- Communicate out and promote gaming revenue sharing information through direct outreach, print materials, website content, and social media as required.

106-2370 Bering Road, Westbank BC V4T 3J6

- Provide on-going gaming revenue sharing information support for Eligible First Nations as needed and on a regular communications cycle.
- Develop information packages, and keep accurate minutes, and assist with distributing correspondence to First Nations Limited Partners on behalf of management regarding legal sign-on, distributions, use-of-funds reporting, compliance, and other administrative and corporate matters.
- Keep an accurate record of community and limited partner contact, correspondence and meetings
- Distribute quarterly and annual reports to Limited Partners.
- Monitor corporate voicemail and email, and administer all aspects related to mail and couriers.
- Order office supplies and obtain comparative pricing for supplies and other office equipment purchases.
- Other related duties.

QUALIFICATIONS, EXPERIENCE AND KEY COMPETENCIES REQUIRED:

- A Diploma or Certificate supplemented by five years of work experience in a similar position.
- Proficient computer skills including MS Office Suite, desktop publishing programs, website programs and web-based meeting software such as GoToMeeting.
- Proficient writing and research skills with a communications focus.
- Proficient oral communication and inter-personal skills with demonstrated ability to respond effectively to sensitive issues and inquiries, exercise tact and good judgement, and establish positive long-term working relationships.
- Ability to work independently towards agreed upon goals and ability to multi-task as required to fulfil position responsibilities.
- Ability to work as a member of a task-oriented team and to take initiative.
- Experience in organizing community meetings or information sessions.
- Ability to outline, prepare and present clear and focused written and verbal reports.
- Knowledge of First Nation communities and organizations within British Columbia.
- Knowledge of range of issues that may impact on eligible First Nations ability to successfully participate in the gaming revenue sharing program.
- Preference will be given to persons of Aboriginal Ancestry with required qualifications.
- Driver's license and reliable vehicle are required in support of periodic work travel.

STANDARDS OF SERVICE:

1. Maintains strict confidentiality of professionally acquired information.
2. Provides service in a positive, collaborative and culturally sensitive manner.
3. Presents themselves professionally in the workplace and when conducting business; keeping in mind at all times that s/he represents the BC FN GRS GP INC. and the Limited Partnership.

Hours of Work: Full time, 40 hours a week, with flexible work hours (e.g. some evenings and weekends).

Starting Salary: \$51,000 to \$ 55,000.00 per annum.

Application Procedures: Interested candidates are invited to forward a current resume and covering letter via email to:

BCFN GRS GP Inc.
Governance & HR Committee
c/o Vanessa Sutton, CPA, CMA
General Manager
generalmanager@bcfngamingrevenue.ca

COMPETITION CLOSES: Friday, August 28th, 2020 at 3:00 p.m. PST.

This position will remain open until filled.