

The Prince George Native Friendship Centre (PGNFC) has grown and continues to be one of the largest and busiest community service delivery agencies in Prince George. Our clientele of Aboriginal and non-Aboriginal peoples have supported the Centre's program offerings for the last 49 years. The PGNFC provides culturally appropriate and trauma informed programming to meet the community's unique and diverse needs. We offer a wide variety of services, which includes educational, employment, health, and social programs.



Prince George Native Friendship Centre

"We are a dynamic and compassionate team facilitating individual, family, and community growth, well-being and mutual understanding through the "power of friendship".

You have a keen eye for detail and are extremely organized.

You enjoy supporting a dynamic, highly motivated team.

You are ready to take your administrative career to the next level.

You thrive in a working environment, using your multi-tasking skills.

Come join our team as an:

Executive Assistant

Reporting to the Executive Director and working in collaboration with the Senior Executive Assistant, you will assist a six-member Senior Management Team to ensure that the goals of the organization are being met. You will support the teams' effectiveness by providing information management and administrative assistance in their individual portfolios.

Ideally, you have a Post-Secondary diploma/certificate complemented by 3-5 years of related administrative experience. In addition, you have considerable knowledge of office systems and procedures, and are highly proficient in Microsoft Office Applications. Preferably, you have knowledge and experience in working with Aboriginal groups/communities. You have the ability to work with Aboriginal individuals, groups and/or community in a cultural context. You have a Class 5 Driver's License, and are willing to undergo a Criminal Record Check; Ability to work some evenings and weekends, as required. Previous experience working with an Applicant Tracking Software is considered an asset.

To apply for this position please submit a resume, cover letter before noon on November 22, 2018, to:

Prince George Native Friendship Center
1600 Third Ave., Prince George BC
Email: employment@pgnfc.com

For a complete job description outlining the duties and responsibilities please visit our website at www.pgnfc.com

"Power of Friendship"