

Administrative Assistant - Community Health Services (Term)



The Nuu-chah-nulth Tribal Council (NTC) Nursing Program is seeking a reliable, highly motivated term (to August 31, 2027), full-time Administrative Assistant. This position performs a variety of complex administrative duties. Based out of Port Alberni, the Administrative Assistant is under the general supervision of the Manager of Community Health Services and works closely with all the staff within the Nursing program and other program staff.

Responsibilities Include

- Provide administrative support (including Travel Claims, Travel Requests, Activity Reports, Timesheets, Calendars, Purchase Orders, Coding, Orientation Packages) for approximately 20 staff;
- Assist in the orientation of new staff (including working with supervisors, HR, finance, payroll and IT);
- Assist with service provider contract administration including preparation of draft contracts as directed, advising when reports and renewals are due, and compiling and filing provider reports and contracts;
- Receive calls, respond to inquiries and assist with referrals;
- Forward information from external agencies and internal departments to department staff as required (including contact lists, staffing updates, event notifications, etc.);
- Create, maintain, and upkeep Mustim'muhw and/or other database systems with Nursing client information;
- Maintain program calendar;
- Arrange phones, faxes, office equipment changes/set ups with Program Delivery Coordinator;
- Arranges program and team meetings;

Preferred Qualifications

- Grade 12 equivalency required plus post-secondary courses or certification in office administration. Or a combination of training and experience
- 2 to 3 years of proven general office skills preferably acquired from working in an office administrative capacity; experience in health care of First Nation services would be an asset.
- Proficiency with PC computer software applications (e.g., MS Word, Excel, and Outlook).
- Excellent verbal and written communication skills.
- Sound knowledge of general office practices and procedures.
- Able to act with tact and diplomacy, meet deadlines, and maintain effective working relationships.
- Demonstrated ability to multi-task, plan activities, and prioritize workload.
- Possess a valid driver's licence and have daily access to a reliable vehicle.
- Provide references and an acceptable criminal record check.

Competitive benefit package and salary based on qualifications and experience: salary range $56,000 - $60,500.

Apply by **1pm on November 30, 2026,** by sending your cover letter, resume, and three references (available to contact) to:

Nuu-chah-nulth Tribal Council

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Candidates must be legally entitled to work in Canada to be considered for this position.

Nuu-chah-nulth Tribal Council