



Administrative Support Resource

RFP posting will close March 27, 2020 but may be extended if not filled. Please respond with any questions or submit RFP by email to Jana Tulloch jana@tullochconsulting.ca



The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991, and is a united body of regional Indigenous emergency and fire service organizations across Canada. The mandate is to represent the interests of regional associations at the national level, assist in the exchange of information between associations, support the implementation of services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada.

Currently, AFAC is looking to a .50 FTE position of **Administrative Support Resource** for the Indigenous Fire Marshal Project. This position will provide administrative support to the Project Manager and project areas as assigned. Individual responses will be assessed for relevant skills, expertise and experience and successful proponent will be assigned specific roles and responsibilities as required.

Please note that this position is remote and can be based anywhere in Canada. Occasional overnight travel may be requested to attend business meetings and relevant external agency meetings, however respondents that cannot travel will be accepted – please note in your response if you are not able to travel.

Main responsibilities include:

- > Provide administrative support services to the Project Manager.
- > Coordinate scheduling project meeting and minuting meetings.
- > Perform logistics coordination support for project activities including book facilities, coordinating travel and documenting activities.
- > Perform various project administrative support duties including, but not limited to, document management, printing, shipping, courier, and message coordination.
- > Attend meetings and conferences to represent the IFM project as assigned.
- > Review other project meetings and maintain meeting documents.

Core Required Competencies, Education, Certification, & Experience:

- > Education, certification and/or experience in any of the following areas;
 - > Administrative support functions.
 - > Document management.
 - > Documenting meetings.
- > Experience and familiar with Microsoft Office and various information technology tools.
- > Developing and maintaining self workplan.
- > Exceptional ability to establish and maintain productive working relationships with a diverse stakeholder base.
- > Self-motivated, productive, efficient and with excellent written and verbal communications
- > For those interested in developmental positions that do not have the prescribed education, training, experience or certification – please provide a resume or cv with the subject line: **Requesting review for Administrative Support Resource developmental position.**



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Preferred Qualifications:

- > Bilingual English and French
- > Of Indigenous Heritage

Contracts Considerations:

- > Positions will be by contract, secondment or term employee positions.
- > This is a part time position but combination responses with other RFP appointments will be considered.
- > Competency assessment tools may be utilized to determine skills and appropriate remuneration rates.
- > The remuneration rates will be between \$25-35 per hour (plus applicable taxes or lieu of benefits) based on experience and expertise.

Closing Date:

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AFAC is an equal opportunity employer and encourages applications from all qualified individuals.