

# WE'RE HIRING!

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## JOIN THE FNPSS TEAM

Join a small team with big ideas! Gain valuable experience working with senior leaders in all levels of government. We focus on learning and professional development to support our staff and are looking for enthusiastic team members with drive and passion.

Looking to hire ASAP!

### **PROJECT OFFICERS - full time**

As a member of the FNPSS team, the Project Officer will implement projects and programs, and will plan, coordinate, and implement activities, products and events. Work undertaken will include outreach with BC First Nations, other levels of government and partner organizations. Other responsibilities will include: liaison and relationship building; review of First Nation applications for funding contributions; and writing a variety of materials such as reports, funding proposals, correspondence, briefings, newsletters, and website content.

### **PROGRAM ASSISTANT - full time**

As a member of the FNPSS Engagement & Capacity team, the Program Assistant will provide administrative support services for all activities of the unit, in particular direct support to the unit Manager, event and meeting support including registration and payment tracking, and tracking project expenditures and completing simple financial processes such as requisitions for payables.

Please note: positions can be done remotely with adequate Internet access

**HOW TO APPLY:** For more information on the positions and application instructions please visit our website: <https://fnps.ca/fnpss-is-hiring>

**DEADLINE:** December 1st, 2020

