



# Foundation Agreement Assistant

## Job Posting

**Position Title:** Foundation Agreement Assistant  
**Hours:** 35 hours per week  
**Wage:** \$21.48 - \$32.22 per hour (*starting wage commensurate with experience*)  
**Start Date:** ASAP

*This position is anticipated to be filled by an internal candidate and is posted for transparency to inform of the vacancy.*

*At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.*

### **JOB SUMMARY**

Lake Babine Nation (LBN) is seeking an organized and professional individual to join our team as the Foundation Agreement Assistant.

Reporting to the Foundation Agreement Coordinator, the Foundation Agreement Assistant is responsible for providing vital administrative support in the negotiation, implementation, and advancement of Foundation Agreements between Lake Babine Nation and the provincial and federal governments. This role is integral in streamlining scheduling and communications, maintaining documentation, and supporting the implementation of Foundation Agreement initiatives through LBN through professional administrative functions.

### **OVERVIEW OF DUTIES & RESPONSIBILITIES**

- Respond to Foundation Agreement-related inquiries from community members via phone, email, or in-person, and direct queries to the appropriate staff.
- Manage Foundation Agreement files and maintain accurate, updated records.
- Support the Foundation Agreement Coordinator with clerical and administrative tasks, including scheduling.
- Assist with the completion and tracking of Foundation Agreement documentation.
- Prepare and submit Foundation Agreement cheque requisitions as required.
- Take detailed meeting minutes and distribute to the appropriate parties in a timely manner.
- Help manage incoming and outgoing correspondence related to the Foundation Agreement.
- Maintain confidentiality and professionalism in all interactions.
- Assist with scheduling and organizing Foundation Agreement events, meetings, and programs.



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### MINIMUM REQUIRED QUALIFICATIONS

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#### Education, Experience, Certifications, Training

- Post-secondary education in Business Administration, Office Administration, Indigenous Studies, or another field relevant to the role.
- Minimum of three (3) years of progressive experience in administrative roles.
- Minimum of two (2) years of experience working with Indigenous communities.
- A combination of education and relevant experience may be considered.

#### Skills & Abilities

- Demonstrated success in grant writing, fund development, and securing external resources.
- Strong organizational skills and attention to detail.
- Ability to manage confidential information with integrity and discretion.
- Effective verbal communication and listening skills.
- Intermediate abilities using Microsoft Office Suite, including Word and Excel.
- Comfortable using office equipment such as printers, scanners, and multi-line phones.
- Ability to work well independently and as part of a team.
- Familiarity with government policy frameworks, Foundation Agreements, and reconciliation initiatives.
- Knowledge of LBN's history, culture, governance, and strategic goals.
- Able to type 45 wpm.

#### Position-Specific Competencies

- Professionalism: Maintains respectful and courteous conduct in all work settings.
- Adaptability: Able to respond with patience and flexibility to changing situations and demands.
- Communication: Effectively engages with community members, staff, and outside contacts.
- Service Orientation: Approaches member needs with empathy, confidentiality, and a solution-focused mindset.
- Professionalism: Maintains respectful and courteous conduct in all work settings.

### EMPLOYMENT REQUIREMENTS & CONDITIONS

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#### Job Requirements

- Valid B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.



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### Working Conditions

- Office-based position with travel for meetings and negotiations.
- May occasionally require extended hours, evenings, or weekends during critical negotiation phases or reporting periods.

### Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

**Attention:** Human Resources  
**Email:** [hr@lakebabine.com](mailto:hr@lakebabine.com)

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

**We thank all applicants for their interest; short-listed candidates will be contacted for an interview.**