**Wuikinuxv Health Department**

700 Paxsta Way, Wuikinuxv Village, Rivers Inlet,

Bag 3500

Port Hardy, BC, VON 2PO

Phone: 250-949-8625 Fax: 250-949-7105

**Health Administrative Assistant**

**Deadline:** Until Position Filled

**Start date:** April 8, 2024

**Pay**: $25/hour; Full-time, with benefits

**Position Overview**:

This role is essential in ensuring the efficient operation of our health department. The ideal candidate will bring strong communication skills and attention to detail. The focus of the job will be on supporting the Health Director's daily activities and office tasks. This job is suitable for someone who is organized, communicates well, and is passionate about making a difference in the community.

**Responsibilities:**

* Assist the Health Director in drafting and responding to emails, ensuring timely communication and follow-up.
* Research funding and grant opportunities that can support our health projects/programs & activities.
* Work with the Health Director to keep track of budget and details of our projects.
* Organize and schedule meetings, including virtual meetings via Zoom or other platforms, coordinating calendars, and ensuring all participants are informed.
* Support the organization and coordination of events and activities with the health team, including workshops, training sessions, and community programs.
* Oversee the day-to-day operations of the office, including managing supplies, ensuring equipment is functioning, and maintaining a clean and organized work environment.
* Team collaboration and coordination.

**Qualifications:**

* Administrative Assistant certification or actively working towards certification.
* Previous experience in an administrative role is preferred but not required.
* Good written and verbal communication skills.
* Organizational and time management abilities, including the ability to meet deadlines, prioritize assignments, manage multiple tasks simultaneously, and maintain confidentiality.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with virtual meeting platforms such as Zoom.
* Ability to work independently, while also collaborating effectively with team members.
* Valid driver’s license, or working on getting one.

**How to Apply:**

All interested applicants can submit their cover letter and resume to Cerelina Willie: health\_director@wuikinuxv.net with the title **“Health Administrative Assistant – Your Name”** in the subject line.