



Workforce Administrative Assistant

www.forestrycouncil.ca

201 Milton St. Nanaimo, BC V9R 2K5

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POSITION PROFILE

Position Title:	Workforce Administrative Assistant
Reports to:	Workforce Development Lead
Employment Type:	Internship (4 months up to 1 year)
Job Location:	Nanaimo or Remote within BC
Salary Range:	\$27.46

Role Purpose

The Administrative Assistant provides administrative, logistical, and organizational support to ensure Workforce programs run smoothly and effectively. This includes supporting documentation and file management, maintaining tracking tools and databases, assisting with application and agreement processes, preparing materials for events and meetings, and documenting procedures and workflows. Working closely with the Workforce Lead, the role offers an opportunity to learn the program from the ground up and contribute to the ongoing development of Indigenous-focused, community-centred workforce programming.

About the Forestry Council

We are a non-profit organization dedicated to supporting and empowering First Nations individuals, businesses, and governments in increasing their leadership and participation within British Columbia's forest sector. Our mission is to provide and enhance access to vital information, tools, resources, and support, empowering First Nations to seize opportunities and make informed decisions that will revolutionize the British Columbia forest sector. Through engagement, collaboration, and respect for traditional laws and protocols, we strive to unite diverse communities to shape the sustainable management of forests for future generations. Our work is organized into three core areas:



Forest Governance:

Supporting First Nations in becoming full partners in forest governance and stewardship. We assist with policy development and reform, helping First Nations governments navigate complex policy environments and increase their role in shaping forest policies across the province.



Workforce Development:

The Workforce program area supports Indigenous individuals to discover, access, and advance careers in the forest sector. This work focuses on strengthening career pathways through employer partnerships, education and training supports, and access to job opportunities, career discovery tools, scholarships and training.



Business Development:

Assisting First Nations businesses in identifying opportunities and achieving long-term economic success in forestry.

By serving as a central resource for First Nations communities, the Forestry Council ensures that the information, resources, and opportunities needed to thrive in the forest sector are within reach. Together, we are building a future where First Nations are at the forefront of sustainable forest management in British Columbia.

What Success Looks Like

In the first 6 months:

- Workforce files, templates, and tracking tools are consistently organized
- Scholarship and placement documentation is accurate and complete
- Events and meetings are well supported from a logistics and records perspective

Over time:

- Administrative processes are documented and improved
- Student-facing resources are clearer and easier to navigate
- The Workforce Lead can rely on strong follow-through and communication

Core Responsibilities

- Workforce program administration (scholarships, placements, committees)
- Documentation and systems support (templates, records, workflows)
- Event and meeting coordination
- Student-facing resource support

Working Conditions & Realities

- Periodic travel within BC is required (e.g., events, conferences)
- Most work occurs during regular business hours; however, occasional evening or weekend availability is required around major events such as the First Nations Forestry Youth Conference
- Clear direction and support are provided; initiative and learning are encouraged

Ideal Experience & Attributes

- Some post-secondary education or relevant administrative experience
- Strong organizational and time-management skills
- Clear written and verbal communication
- Alignment with the Forestry Council's mission and First Nations-led approaches

Under Section 42 of the BC Human Rights Code, preference will be given to Indigenous applicants. Candidates who wish to qualify for preferential consideration must self-identify in their cover letter.