



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY

EXECUTIVE ASSISTANT (EA)

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, modern, First Nations Treaty Government. We are growing rapidly & need to add a top-notch EA to our team of professionals. Reporting directly to the Chief Administrative Officer, the EA provides high-level, administrative support to the CAO. The ideal candidate thrives in a fast-paced environment, possesses excellent organization/communication skills, and has keen attention to the smallest details. The successful EA has a strong sense of discretion and a passion for supporting the CAO in a very busy, ever-changing environment. The ideal candidate is a seasoned professional that is flexible, comfortable with change, and excels with little direction. This is not a “trainee position” – the candidate must be highly flexible, have a “can-do” attitude, and is largely self-directed. Our ideal EA is someone who is quite capable and willing to hit the ground running. This f/t, exciting career opportunity comes with a competitive wage, group benefits/pension, & time off to achieve work-life balance! If you're seeking a career & want to work for a great CAO (who appreciates you) – we'd love to hear from you!

What you'll do:

- Efficiently manage & prioritize the CAO's calendars, schedules, appointments, and travel arrangements
- Screen & prioritize incoming communications, ensuring timely responses & appropriate redirection (follow-up if needed)
- Draft & edit documents (ie e-mails, memos, reports & presentations)
- Screen & prioritize incoming communications, ensuring timely responses & appropriate redirection (follow-up if needed)
- Coordinate & organize meetings, conferences, events - including logistics and materials preparation
- Take accurate meeting Minutes, distribute them, & follow-up on action items – in a timely fashion
- Maintain confidential files, records, & databases with utmost accuracy & discretion
- Build & maintain positive relationships with internal staff, community members, partners, vendors, contractors, & other stakeholders
- Act as a liaison between the CAO & internal/external parties, ensuring effective & efficient communications
- Assist with special projects, research, & analysis as assigned by the CAO
- Identify areas for process improvement & implement efficient administrative systems
- Participate as an active member the Joint Occupational Health & Safety Committee
- Willing & capable of taking accurate Minutes of the safety meetings & distributing them in a timely manner
- Assist with office equipment/supplies acquisition, set-up, and maintenance/troubleshooting
- Maintain the strictest/highest confidentiality at all times

- Sit on KCFN's Joint Occupational Health & Safety Committee & take Minutes
- Observe and champion safe work practices & protocols at all times
- Observe & adhere to all laws, legislation, regulations (KCFN, provincial & federal)
- Other duties/assignments as assigned by management

Our ideal candidate:

- Diploma or certificate in Business Administration, Office Management/Administration or similar field – preferred
- 6+ years of experience working with senior managers in a fast-paced, ever-changing environment
- Advanced skills with Office 365, Google Docs, Adobe
- Experience taking Minutes of Meetings & distributing them
- Strong skillsets in managing/coordinating events, schedules, calendars, special projects
- Strong communication & conflict management resolution skills (with trauma informed focus)
- An understanding of the concurrent law model & BC Modern Treaties – *asset*
- Experience working in a remote, First Nations environment – *asset*
- Familiarity with Nuu-Chah-Nulth language, culture, norms, protocols & practices – *asset*
- Some travel locally & regionally (ie training, meetings, presentations)
- Some travel via boat/plane & on remote logging roads
- Capable & willing to work extended hours – including weekends, evenings, stats – if necessary
- A valid driver's license & clear driver's abstract
- WHMIS, first aid, violence & harassment awareness prevention training, Occupational Health & Safety training (or willing to complete)
- Experience working with Indigenous organizations & an understanding of Nuu-chah-nulth culture – *asset*

**** This competition is open to applicants who are legally entitled to work in Canada****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Full-time, permanent

DATE POSTED: Nov 23/23

COMPENSATION: \$23 to \$26 per hr + group benefits & pension

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at:
dwaynew@kcfirstnations.com citing "EA" in the subject heading of your e-mail.

In accordance with the provisions of the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.