

**Coastal First Nations  
Great Bear Initiative Society**

## Position Description

<b>Title</b>	<b>Administrative Assistant</b>
<b>Department</b>	Administration
<b>Reports To</b>	Director of Operations

### Great Bear Initiative Society

The Great Bear Initiative Society (GBIS) is a not-for-profit organization established in 2003 that is owned and operated by a unique alliance of BC First Nations called the Coastal First Nations (CFN). The society's purpose, function and responsibilities are set out in the Constitution and By-Laws of the society in accordance with the Societies Act of BC.

The GBIS's core function is to protect coastal lands and waters and to support a new conservation-based economy in these territories for members' communities.

For more information visit: <https://coastalfirstnations.ca>

### Purpose of the Position

The Administrative Assistant provides full administrative and secretarial support, working with visitors, the board, management, staff and contractors who are working, meeting or visiting the GBI's office located at Suite 1600, 409 Granville Street in downtown Vancouver BC and/or remotely as circumstances dictate.

Work is performed under supervision and is reviewed to ensure conformance with established procedures and practices.

Advice, direction and on-going coaching and mentoring are provided by the Director of Operations or their designate.

The Administrative Assistant is a member of the Operations team.

### Duties and Tasks of the Job Function

The position is responsible for following key functions:

#### **Administrative/Secretarial Support**

- Provide administrative/secretarial services such as:
  - Managing diaries and making appointments
  - Preparing and distributing papers and documents for meetings
  - Taking, preparing and distributing minutes

- Managing correspondence by receiving and posting mail and typing documents as requested
- Managing document duplication by printing and distributing documents
- Receiving mail, scanning documents and forwarding to appropriate staff
- Provide meeting support such as:
  - Processing requests for room bookings by reviewing requests, entering bookings into the schedule and confirming bookings with requestors
  - Setting up room(s) before use, re-stage after use, and clean up
  - Managing electronic meetings by reviewing requests, booking and setting up the appropriate system and advising the requestor and participants with meeting name and codes as required (e.g. Go-to-Meeting, Momentum Conferencing)
  - Creating meeting packages by reviewing requirements, preparing the package and advising and/or delivering to participants
  - Assisting staff by helping with room setup if necessary and responding to ad-hoc requests for calls, correspondence, etc.
- Process travel requests such as:
  - Receiving requests and identifying requirements
  - Making routine checks with pre-approved hotels and ensuring accounts are current
  - Making reservations and payments and filing insurance claims when necessary
  - Filing travel credits by individual's name and receipts by project
- Assist with records management such as:
  - Filing board and committee meeting minutes and notifying owners
  - Maintaining a list of Stewardship Director Program trainees, reviewing their travel reimbursement claims and processing payments
  - Supporting maintenance of filing and archiving system

## **Office support**

- Maintaining office condition and food and beverage supplies by monitoring the condition of the office (i.e. meeting rooms and kitchen, empty dishwasher), cleaning as needed, monitoring food and beverage supplies and replenishing as needed
- Maintaining office equipment and material by monitoring their use, ordering supplies as needed, troubleshooting as needed and reporting issues that need resolving
- Maintaining vendor relationships in collaboration with the Director of Operations to maintain vendor assignments, engaging in routine contact with vendors, preparing work orders for equipment maintenance and following up as needed
- Maintaining a petty cash balance
- Working with building maintenance to order and distribute new keys and security cards and booking the boardroom
- Assuming building emergency responsibilities (fire, earthquake) by acting as both a fire warden and floor warden in collaboration with building management
- Assisting with IT operation by responding to requests for assistance and providing troubleshooting where possible

## **Reception**

- Receiving phone calls, answering questions as necessary, taking messages and forwarding calls to appropriate staff
- Monitoring and managing phone system by receiving feedback from staff, checking that all operations are functioning accurately, troubleshooting as required and reporting/handling issues that need resolving
- Managing visitors/guests by greeting, identifying who they are meeting, directing them to appropriate staff and offering refreshment
- Responding to enquiries unrelated to normal business, identifying requirements (information, referral, direction etc.), and connecting with relevant staff, if needed

## **Relationship with internal and external parties**

- Establishing and maintaining positive relationships with both internal and external parties such as staff, GBIS and GBBC boards and committees, and representatives of member Nations, auditors, bankers, and lawyers

## **Participate in meetings**

- Participating in scheduled meetings
- Reviewing related reports and documentation, identifying relevant progress and challenges
- Preparing background information where necessary or requested
- Following-up on action items, completing assigned tasks and documenting results
- Providing follow-up to non-attendees by preparing update notes and emailing updates
- Joining in celebration of successes
- Trouble-shooting challenges
- Chairing staff meetings as requested

## **Required Knowledge and Skills**

The Administrative Assistant must have knowledge, skill and experience as follows:

### Education

- Completion of Grade 12 (High School Diploma).
- Completion of post-secondary office administration courses

### Knowledge, Skills and Experience

- A minimum of three years' experience in fundamental secretarial and administrative assistant duties such as minute and note-taking, keyboarding, checking for grammar, proof-reading, using modern office equipment, creating correspondence, handling general office needs, making travel arrangements, scheduling meetings

- Proficiency in the Microsoft Office suite (Word, Excel, Outlook, PowerPoint) experience at an advanced level
- Experience with record keeping and electronic filing systems
- Able to build positive relations with individuals both internally and external to the organization
- Reputation for providing excellent customer service
- Comfortable working both alone and as part of a team
- A self-starter who uses initiative and good judgement
- Excellent oral and written communication skills
- Demonstrated problem solver and troubleshooter
- Detail oriented and organized
- Flexible

Previous experience working in a cross-cultural environment, in not-for-profit organizations and with Indigenous organizations would be considered an asset.

### Special Requirements

A valid B.C. Class 5 driver's license and completion of a Criminal Records Check

### Revision

<b>History</b>	
Date	Comments
Version	
Prepared by	
<b>Authorization</b>	
Name	Confirmation
Signature	I confirm that:
Date	<ul style="list-style-type: none"> <li>• The accountability/deliverables were assigned to this position effective: February 2021</li> <li>• The information in this position description reflects the actual work performed.</li> <li>• A copy has/or will be provided to the incumbents(s)</li> </ul>