



EXECUTIVE ASSISTANT

Full-time Permanent Position

About The Coastal First Nations – Great Bear Initiative:

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. To learn more about us at www.coastalfirstnations.ca

PROTECTING OUR COAST. BUILDING OUR ECONOMY.

A unique alliance of nine BC First Nations, creating jobs for the future and protecting the Great Bear Rainforest.

Who we are looking for:

You are highly organized and very detailed oriented with demonstrated expertise in administrative coordination. You find it easy to work independently and take the initiative where needed. You are also a collaborator and thrive working in a supportive team environment. You are excellent at prioritizing and managing multiple tasks and deliverables; you are good under stress, and you know how to ask for help when needed. You are tactful, emotionally intelligent, are eager to make a positive impact, have a passion to help others and crave meaningful work.

What we offer:

We offer meaningful work. We give back to our communities, our land, our sea, our economy, and our environment. In addition to working with an inclusive, supportive, caring group of people, we offer a competitive compensation package which includes:

- Three (3) weeks annual vacation
- An additional two (2) weeks paid time off during the festive season
- One (1) additional paid week off for cultural/family leave
- A generous registered pension plan
- A healthy extended benefit plan
- A chance to make an impact while being part of a progressive, dynamic team

About the position:

Position: EXECUTIVE ASSISTANT
Reports to: EXECUTIVE DIRECTOR
Location: VANCOUVER, HYBRID OF REMOTE AND IN PERSON
Start Date: ASAP
Salary range: \$55,488 to \$65,280 per annum (negotiable, commensurate with experience)
Status: FULL-TIME, PERMANENT

The Executive Assistant provides strong executive administrative support to the Executive Director in a very high-paced environment. With a great deal of professionalism and tact, the Executive Assistant collaborates with a variety of partners, including First Nations Members, co-workers, Indigenous and other Government Officials, Executives and Community Organizations as well as Board and Committee Members.

The Executive Assistant manages the Executive Director's time by organizing and managing their calendar, prioritizing and scheduling meetings, tracking deadlines and flagging important communication. The EA will ensure that the Executive Director has relevant documents, information and communication for scheduled meetings and events. Acting as a buffer, the EA will manage incoming communication, redirect as required and ensure the Executive Director receives all pertinent information.

Responsibilities

1. Executive Assistance to the Executive Director: The Executive Assistant contributes to the effectiveness of the Executive Director by supporting internal and external demands and providing highly effective administrative support. The Executive Assistant is relied upon to exercise a high degree of professionalism, confidentiality and discretion.

- Coordinates the office of the Executive Director, providing confidential executive assistance to ensure that work is performed in a timely and accurate manner.
- Organizes the Executive Director's calendar; clarifying priorities and required materials for appointments, meetings, conference, speaking engagements, and coordinates all travel arrangements.
- Ensures the Executive Director is well prepped for meetings, having all relevant documents, agendas, knowledge, and communication required.
- Assists with the organization of meetings and retreats, coordinating agendas, travel arrangements, accommodation, and preparing materials.
- Ensures accurate minutes of meetings are recorded, filed and distributed.
- Tracks follow-up and action items and decisions.
- At times, will travel with Executive Director to attend meetings, events or conferences.
- Sorts and prioritizes correspondence. Ensures that time-sensitive items are highlighted and brought to the Executive Director's attention. Follows through on critical or time-sensitive messages.
- Follows up on email correspondence with direction from the Executive Director.
- Prepares correspondence, presentations, statistics and reports, working with materials for the Executive Director's approval.

- Provides accurate document management support by composing and/or editing a variety of documents. This includes highly confidential correspondence, memoranda, contracts and proposals.
- Supports Executive Director to provide timely support, recognition and performance feedback to their direct reports as may be needed.
- Takes action authorized during the Executive Director's absence, using initiative and judgment on matters requiring attention and decisions.

2. Internal liaison: The Executive Assistant plays a key influencing role in terms of managing incoming requests upon the Executive Director on a day-to-day basis while providing a positive experience to all who approach the Executive Office.

- Applies good judgment to triage incoming queries and serves as a liaison between the Executive Director and employees, Government and Community representatives, Indigenous Leaders and Groups, the general public, partners and other stakeholders, by promptly answering incoming calls, relaying messages, answering questions, clarifying information, responding to requests, resolving problems, or referring callers to the Executive Director or other appropriate staff.
- Works to track and advance key initiatives.
- Facilitates communications, information flow and working relationships between the Executive Director, employees and other partners.
- Performs a variety of other administrative and organizational tasks to support the work and processes of the Executive Director, including correspondence, presentations and reports.
- Participates in Executive Meetings, taking and distributing meeting minutes.
- Participates in scheduled meetings, follows-up on relevant action items, completes tasks and documents results.

3. Administration: The Executive Assistant provides strong administrative support to the Executive Director and collaborates with other administrators to support overall organization administrative success.

- Maintains the Executive Director's electronic and paper filing systems to endure easy retrieval of all documents.
- Develops and refines administrative procedures, using technology to streamline processes for the Executive Director.
- Copy edits correspondence, reports and other written documentation and materials for the Executive Director.
- Works with the Front Desk to maintain up to date contacts on behalf of the Executive Office and the Executive Director.
- Checks that the Executive Director's computer files are protected and backed up (liaising with technical support)
- Using Excel, reconciles the Executive Director's expenses and credit card receipts, with appropriate coding.

4. Perform addition functions as directed or assumed on personal initiative:

- Provides recommendations that seek to continuously improve the systems and processes employed by the Executive Office.
- Contributes to annual goals setting for the Organization.
- Responsible for continuously expanding and updating professional knowledge and honing skills in order to enhance individual and team innovation and productivity.

Other related duties as required.

Qualifications: Education and Experience

- At least 3 years progressive administrative responsibilities with at least 2 years executive assistance experience is required.
- Good understanding how a non-profit Society operates.
- Post-Secondary education in the areas of business, business administration or a relevant field of study is an asset.
- Previous working knowledge and experience working with Indigenous organizations and communities is a definite asset.
- Very strong working knowledge of Microsoft Office 365, Teams, Outlook, Zoom,
- Proven ability to organize and host in-person and virtual meetings using a variety of platforms

Skill Sets and Competencies

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative’s mission and vision required.
- Practical experience and strong facility with Microsoft Office applications and video conferencing required.
- Solid knowledge and experience with database applications desired.
- Strong technical problem-solving skills with standard office computer functionality issues, peripherals and telecoms tools required.
- Able to support a high-performing team in a demanding environment by taking initiative, prioritizing needs, and meeting tight deadlines.
- Collaborator, able to work independently as well as with others.
- Able to forge strong relationships with a variety of employees, managers, partners, vendors and partners.
- Candidate must be approachable, professional, personable and able to build harmonious working relationships with co-workers and all external stakeholders.
- Able to exercise diplomacy, tact and good judgment in recognizing scope of authority and in protecting confidential information.
- Highly organized, detailed oriented and able to prioritize tasks.
- Excellent written and spoken English required.
- Exceptional listening and conflict resolution skills.
- Able to perform administrative duties with deliberate speed and accuracy and without immediate and constant supervision.

How to Apply:

Interested candidates are invited to submit the following to careers at careers@jouta.com no later than Tuesday January 4, 2022, at 5:00 pm PST.

- 1) A letter of interest, outlining how your previous experience and education would support this position.
- 2) A most recent C.V.
- 3) Contact information for two references.

The successful candidate must provide references and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. As this is a unique opportunity we welcome and are open to discuss flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.