

# Employment Opportunity



**Skowkale First Nation**

**Position Title:** *Executive Assistant to Executive Director ( EA to ED)*  
**Position Location:** *Chilliwack, BC*  
**Salary Range :** *Level 6 \$31.67- \$42.49/hr*  
**Work Term:** *Full Time Positon*

**Position Overview:** Reporting to the Executive Director, the EA is responsible for providing executive level administration and logistical support to the ED. This position provides support functions including departmental reception, financial administrative support, records, and information management upkeep, makes travel arrangements, coordinates meetings and events. This role schedules meetings, prepares agendas, records, transcribes meeting minutes, prepares sign-offs, etc. This position has two direct reports that which are the Records Clerk and Receptionist.

## **Responsibilities and Duties:**

- Administrative duties that include filing, photocopying, phone calls, schedule meetings, booking rooms, and organizing catering, recording minutes, take attendance, etc.,
- Coordinate all committee activity, including preparing meeting packages that include agenda and supporting documents as requested, follow action items arising from all meetings attended by the Executive Director to ensure completion.
- Organizes and maintains ED calendar, assists with scheduling, compiling materials as required, arranging logistical support to the ED as needed.
- Receives all correspondence coming in to the Executive Director Office, assessing the nature and priority of requests, tracks incoming and outgoing correspondence/mail and tracks correspondence requiring a response, obtaining additional information if necessary, advising the Executive Director or other staff members of urgent and sensitive matters
- Establishes and maintains databases to track and monitor critical dates, deadlines, monitors action items or requests received from the Executive Director
- Follow up on requests for information and assist managers and staff with various administrative, financial, and other matters.
- Word processing correspondence, memorandums, documentation, etc., from written or oral instruction using various software programs.
- Manage the schedule and book all travel for the ED.
- Manages confidential documentation or files for the ED.
- Responsible for creating and distributing all communication on behalf of the Executive Director
- Provides financial support to the Executive Director by overseeing the collection, preparation, reconciliation and submission of cheque requisitions, purchase orders, travel and expense claims, receipts, time-sheets and other documentation requiring authorization and approval of the Executive Director.
- Provides support and minor project management for initiatives and special projects as needed.
- Ensures accurate processing of financial documents, ensuring compliance with finance policies and liaises regularly with Finance.
- Answers inquiries from members and the public, providing appropriate information and forwarding to the applicable representative.
- Overseeing training and orientation of new staff
- Sssigning work and performing periodic quality assurance reviews; and conducting reviews, evaluating, communicating and managing performance as is necessary
- Coach and develop subordinates to meet their personal and organizational development goals.

## **Knowledge, Skills, and Abilities**

- Experience and knowledge of First Nation culture and working with First Nations and members.
- The ability to maintain professional conduct, confidentiality, and ethical standards.
- Extensive organization, coordination, and time management skills
- Detail oriented, high level of accuracy
- Event and meeting management and coordination skills
- Financial management skills & abilities
- Effective at multi-tasking and able to manage a number of initiatives, conflicting demands and priorities with accuracy.
- Excellent ability to see the big picture, anticipate problems, organize, and coordinate appropriate responses.
- Excellent interpersonal, communication, and presentation skills
- Intermediate to advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, and Publisher, Canva)
- Ability to maintain a high level of accuracy preparing and editing letters, notices, minutes, reports, etc.,

- The capability to foster and maintain strong relationships both internally and externally.
- The ability to work independently with minimal supervision and collaboratively within a team.
- Excellent interpersonal and communication skills
- Demonstrated ability to handle confidential information.
- Work effectively under pressure to meet deadlines.

#### **Training, Education, Certification, and Experience**

- Post-secondary education in Business Administration or related field
- Minimum five (5) year experience in an office or administrative role working with First Nation communities or equivalent experience.
- Experience working in a First Nation community is an asset.
- Previous supervisory experience is preferred.
- Valid B.C. Class 5 Driver's license

#### **Working Conditions**

- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls, emails, fax)
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related time pressure, multiple demands,
- Occasional travel as required.
- Work is performed primarily indoors in an office environment and in Shared office space.
- Engaging with members
- Interacting with outside contractors, and the general public

#### **Terms of Employment:**

- Employee signs a standard form contract of employment.
- To ensure the health and safety of all employees and members of the community we have adopted a mandatory vaccination policy
- If no exemption applies, deductions will be made at source according to law.
- If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay.

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While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA.** and have knowledge of local First Nations traditional customs and practices.

#### **HOW TO APPLY**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [careers@jouta.com](mailto:careers@jouta.com). Position open until filled.