



SQ'EWQÉYL FIRST NATION

www.skowkalefn.com

Skowkale First Nation requires the services of a qualified, experienced Executive Assistant to its Executive Director. Skowkale is a fast-paced, growing community that additionally provides services to other local communities.

EXECUTIVE ASSISTANT

FULL-TIME, permanent

WAGE: to be negotiated based on salary grid and experience

This position is responsible for all administrative duties and support for the Executive Director. This role schedules meetings, prepares agendas, records and transcribes meeting minutes, prepares sign-offs, and more. In addition, the Executive Assistant role provides community updates through newsletters, pamphlets, flyers, website, and annual reports, engaging members for input, and creating community events. This position has two direct reports, which are the Records Clerk and Receptionist.

RESPONSIBILITIES:

- Administrative duties include filing, photocopying, phone calls, scheduling meetings, booking rooms, organizing catering, recording minutes, taking attendance, etc.
- Coordinate all committee activity, including preparing meeting packages that include agenda and supporting documents as requested, follow up on action items arising from all meetings attended by the Executive Director to ensure completion
- Manage the schedule and book all travel for the Executive Director
- Responsible for creating and distributing all communication on behalf of the Executive Director
- Design, prepare, edit, format print/digital newsletters, pamphlets, flyers, memos, the annual report to communicate and update the community
- Post-travel reconciliation of expenses with receipts and submits for processing and reimbursement
- Engages and interacts with community members to build interest in events
- Creates and revises content, communicates updates on our community Facebook and website
- Answer inquiries from members and the public, providing appropriate information, and forwarding to the applicable representative
- Direct and guide direct reports on work assignments and priorities
- Coach and develop subordinates to meet their personal and organizational development of goals
- The desire to grow and learn with the position

SUCCESSFUL CANDIDATES WILL HAVE/BE:

- Minimum of 3 years in any or all of the tasks cited in the specific duties and responsibilities
- Experience and knowledge of First Nations culture and working with First Nations and citizens
- The ability to work independently with minimal supervision and collaboratively within a team
- Excellent interpersonal and communication skills
- The ability to multi-task, prioritize, organize work to meet deadlines
- Demonstrated ability to handle confidential information
- Foundational knowledge of MS Word, Excel, PowerPoint, Outlook, and design software such as Publisher and Canva
- Work effectively under pressure to meet deadlines
- Previous supervisory experience preferred
- Satisfactory pre-employment RCMP Criminal records Check
- Valid BC Class 5 Driver's license

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkaefn.com (Please include position title in the subject line). **OPEN UNTIL FILLED**

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