

JOB POSTING – EXECUTIVE ASSISTANT

About the position

Position	Executive Assistant
Reports to	Band Manager
Start Date	asap
Status	Full time, temporary (November 2024 – April 30, 2025)
Location	In person

Summary

The EA is responsible for providing administrative and logistical support to the Band Manager for all areas of the office. This position's responsibilities include but are not limited to, office organization, filing and records management, travel arrangements, meetings, agendas, packages and events coordination, taking, recording and distributing minutes as well as human resources administration. This role also requires someone who is highly organized and detailed orientation, able to maintain a high degree of confidentiality, tact and professionalism to interact with employees, management and the public.

Who we are

Welcome to the Gitsegukla First Nation, a vibrant and proud community comprising 500 individuals. Nestled at the confluence of the Kitsequecla and Skeena Rivers, just 40 km southwest of Hazelton, British Columbia, our name Gitsegukla symbolizes "*people living under the precipice*" in the Gitxsan language, representing the striking mountain that overlooks our land. Located in the captivating Skeena Valley, our community offers a serene and picturesque environment that has sustained our ancestors for countless generations. We hold immense pride in our diverse culture, profound history, and cherished traditions, and our unwavering commitment is to safeguard these invaluable treasures for the prosperity of future generations.

What we offer

Gitsegukla First Nation will provide you with purpose in your work. As part of our team, you will contribute to the betterment of our community. We value inclusivity, support, and care which foster a positive work environment. Along with the opportunity to work alongside a compassionate like-minded team, we provide a generous compensation package which includes:

- Three (3) weeks annual vacation (calculated based on hours worked)
- Elective Leave: 18 days paid personal leave (calculated based on hours worked)
- An additional 10 days paid time off during the festive season
- A generous registered pension plan
- A healthy extended benefit plan
- Training, Learning and Development to support your career growth

Supporting you

If you are community member who is re-entering the work force, a new graduate, or in the midst of a career change, Gitsegukla First Nation is committed to your success. We provide training, coaching, mentorship, and professional development opportunities to support your success. We ask that you have an eagerness to learn. Having all the qualifications listed in the posting is not always necessary!

What you will do

- Administrative duties that include filing, photocopying, taking and forwarding phone calls,
- Provide direct administrative support to all members of the executive team,
- Provide assistance to the Band Manager with human resources management.
- Maintain work schedules and calendars of executive management, particularly the Band Manager,
- Meeting coordination: scheduling meetings, booking rooms, sending out invitation and tracking responses, taking attendance and organizing catering when required,
- Creates meeting agendas, packages as well as taking, record and distribute meeting minutes,
- Organizes and maintains the Band Manager's calendar, assists with scheduling, compiling materials as required, arranging logistical support to the Band Manager as needed,
- Prepares travel schedules, books travel arrangements, and makes reservations for senior management and executive employees
- Creates expense reports, pay invoices, and other related duties,
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and event
- Receives all correspondence coming into the Band 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 Band Manager 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 Band Manager,
- Follows up on requests for information and assist managers and staff with various administrative, financial, and other matters,
- Creates correspondence, memorandums, documentation, etc., from written or oral instruction using various software programs,
- Reviews all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Prepares and review presentations
- Prepares draft reports, background documentation, and research,
- Manages confidential documentation,
- Creates and distributes communication on behalf of the Band Manager,
- Provides support and minor project management for initiatives and special projects as needed,
- Answers inquiries from members and the public, providing appropriate information and forwarding to the applicable representative,
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Other duties shall be assigned as required.

Qualifications: Education and Experience

- Certified Aboriginal Professional Administrator or Certified Indigenous Human Resources Professional designation an asset.
- Proven working experience in similar role
- High school degree

Skill Sets and Competencies

- Has a strong personal interest and commitment to Gitsegukla First Nation's vision, mission and values
- Knowledge of and previous work experience with First Nations Communities and Indigenous Cultures is a definite asset
- Exceptional knowledge and experience with computers and relevant software application, including Microsoft Office
- Good understanding of human resources principles, policies and procedures
- Ability to be respectful in all interactions.
- Maintain and understand confidentiality
- Ability to forge strong relationships with a variety of employees, managers, partners, vendors and partners
- Is approachable, professional, personable and able to build harmonious working relationships with co-workers and all external stakeholders
- Proficient communication skills both written and verbal
- Knowledge of customer service principles and practices
- Ability to support a high-performing team in a demanding environment by taking initiative, prioritizing needs, and meeting tight deadlines
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multitask, prioritize and work under pressure
- Strong knowledge of administrative and clerical procedures
- Is a collaborator and is able to work independently as well as with others
- Able to exercise diplomacy, tact and good judgment
- Valid driver's license and ability to travel as required
- Valid criminal record (CPIC) check

For more information and to apply:

If you are aligned with our values and are committed to supporting our community, please submit your resume and cover letter to **hiring@gitsegukla.net**, with the position title in the subject line.

We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. 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.