

# EMPLOYMENT OPPORTUNITY

## POSITION TITLE: Executive/Office Assistant

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FIRST NATIONS  
FISHERIES COUNCIL

The FNFC is a unique, progressive organization that offers an exciting opportunity to join a small, dedicated team. Through the *BC First Nations Fisheries Action Plan*, BC First Nations have directed the FNFC to support, protect, reconcile, and advance Aboriginal Title and Rights and Treaty Rights as they relate to fisheries and the health and protection of aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a united voice on fisheries matters.

### **POSITION SUMMARY:**

The First Nations Fisheries Council is seeking a people-oriented, organized, adaptable and dependable person to join our team. Reporting to the Communications Manager, the Executive Assistant will perform duties related to a) executive level: support to the FNFC Executive Director and FNFC Executive Council, b) operational level: primary day to day focus – administrative support and office management, and c) file management. The Executive Assistant will have general knowledge of the BC First Nations Fisheries Action Plan, FNFC Strategic Plan, and the FNFC's operational workplans and activities. Some example tasks include:

#### **Executive Support: (50%)**

- Organizing Executive Council meetings and teleconferences including scheduling meetings, coordinating calendars, travel arrangements, approving travel expenses, tracking meeting attendance, etc.
- Liaising with FNFC Executive Director and DFO to schedule Joint Executive and Joint Steering Committee meetings. Initiating the preparation of agendas and compilation of meeting materials, etc.
- Taking detailed and accurate meeting minutes, including tracking and following up on action items
- Managing Executive Director's schedule and appointments

#### **Admin Support/Office Management: (35%)**

- Office reception, answering and managing incoming calls and deliveries
- Preparing, filing and distributing correspondence and other written materials
- Maintain office inventory (e.g. equipment, accounts, furniture, supplies) and mail (incoming/outgoing)
- Various clerical tasks and ensuring smooth running of the office, including maintaining the appearance and organization of common office spaces, equipment and resources
- Logistical support to staff (e.g. meeting planning, reporting)
- Liaising with office building management and contractors
- Tracking expenses, coordination of travel points, travel vouchers, gift cards
- Processing travel claims
- Coordinating new staff orientation/exit interviews
- Maintain HR articles and documents (e.g. policy manual, benefits, vacation, attendance)

#### **File Management Project (15%)**

- Coordinate with internal staff and external groups on assessing FNFC's file management system
- Improve and develop FNFC's current file management system (electronic and hard copies)
- New staff orientation of FNFC's file management system

## WHAT WE'RE LOOKING FOR:

- You are genuinely interested and excited to be working with First Nations communities at a provincial scale and involved in fisheries and aquatic resource management with provincial and federal departments.
- You have excellent oral and written communication skills, with the ability to consolidate information into records of meetings, action items, etc.
- You are self-directing, motivated, and can be given an assignment and work independently.
- You know when to take initiative and when you need to ask for further direction.
- You are a personable, energetic and motivated team player who is highly organized, can multi-task, "get it done", and perform to a high standard.
- You thrive in a dynamic, ever-changing work environment, and possess the ability to be flexible.

## EDUCATION, EXPERIENCE AND COMPETENCIES:

- Diploma in Business/Office Administration or equivalent work experience.
- Minimum two years' experience working with/supporting executive level management.
- Familiar with board operations, executive level professionalism, discretion and confidentiality.
- Demonstrated ability to multi-task, set priorities effectively and problem solve, including early identification of issues/problems that may arise.
- Excellent interpersonal and collaboration skills with ability to interact professionally with a wide range of individuals and organizations.
- Highly organized with strong attention to detail and commitment to high quality work.
- Excellent communication skills – oral, written, proof reading, etc.
- Knowledge of MS Office is required – Word, PowerPoint, Outlook, and Excel.

## ASSET QUALIFICATIONS & ORGANIZATIONAL NEEDS:

- Experience working with BC First Nations communities and/or First Nations organizations is an asset.

## TERMS:

Period of employment: Permanent full-time position starting February 2019.

Hours: 37.5 hours per week. Some local and regional travel and flexible work hours will be required from time to time dependent on meeting schedules.

Regular office hours are Monday to Friday, 8:30 am to 4:30 pm.

## JOB LOCATION:

The FNFC office is located at 320 – 1200 West 73<sup>rd</sup> Ave., Vancouver BC.

## APPLICATION DEADLINE:

Applicants are asked to email confidential letters of application and resume, providing details of work experience and three references before **4:00 pm on February 8, 2019** to:

**E-mail: [careers@fnfisheriescouncil.ca](mailto:careers@fnfisheriescouncil.ca) | Subject line: FNFC Executive Assistant <Full Name>**

**The posting may remain open until a qualified candidate is hired.**

The FNFC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however qualified Indigenous applicants will be given priority. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interviewed will be contacted.**