

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Executive Assistant (EA)



FIRST NATIONS
FISHERIES COUNCIL

The FNFC is a unique, progressive organization that offers an exciting opportunity to join a small, dedicated team passionate about advocating for the Rights of First Nations in BC, while protecting and enhancing the health of our aquatic resources. Through the *BC First Nations Fisheries Action Plan*, First Nations in BC have mandated the FNFC to support, protect, reconcile, and advance First Nations Rights and common positions through a united front and a united voice. FNFC works to develop the necessary capacity and relationships that enable First Nations in BC to influence the integrated planning and management of fisheries and aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a coherent process, messaging and a united voice on fisheries and aquatic resource issues.

Position Summary:

The First Nations Fisheries Council is seeking an experienced, organized, and adaptable person to join our team as the Executive Assistant within the Executive Management Unit. The Executive Assistant provides high-level administrative and operational support to the Executive Director, ensuring the smooth coordination of priorities, communications, and organizational activities. This role is responsible for managing complex calendars, meetings, and travel arrangements; preparing and maintaining documents, reports, and records; and serving as a primary point of contact for internal and external stakeholders. The Executive Assistant ensures seamless communication, efficient workflow, and timely follow-up on action items and deliverables. In addition, the role supports financial and operational processes such as expense reporting and reconciliations, while assisting with board and committee administration and special projects.

The qualified candidate will bring strong organizational and time-management skills, with the ability to balance multiple priorities in a fast-paced environment. They will demonstrate excellent written and verbal communication skills, advanced proficiency with office software and digital tools, and strong attention to detail. The ideal individual will have proven experience providing executive-level administrative support, exercising discretion with confidential information, and building effective working relationships with diverse stakeholders. A proactive, adaptable, and solutions-oriented mindset is essential for success in this role.

Responsibilities:

Calendar & Meeting Management

- Manage the Executive Director's calendar, including scheduling internal and external meetings.
- Organize logistics for meetings such as room bookings, virtual meeting links, and attendee coordination.
- Prepare agendas and materials; record and distribute meeting minutes as needed.
- Track and follow up on meeting action items and deliverables.

Travel & Logistics

- Coordinate detailed travel arrangements including flights, hotels, ground transportation, and itineraries.
- Manage changes to travel plans and resolve related issues promptly.
- Prepare travel documentation and ensure compliance with internal travel policies.

Communication & Correspondence

- Manage and respond to incoming and outgoing communications on behalf of the Executive Director.
- Draft, edit, and format emails, memos, letters, and other documents.
- Act as a point of contact between the Executive Director and internal/external stakeholders.

Document & Information Management

- Prepare and format reports, presentations, and briefing materials.
- Organize and maintain files and records, both physical and digital.
- Ensure timely access to key documents and reference materials.

Administrative & Operational Support

- Process Visa reconciliations, expense reports, reimbursements, and invoices.
- Maintain office systems and procedures relevant to the Executive Director's work.
- Assist with administrative aspects of board or committee meetings.
- Support special projects and initiatives led by the Executive Director.
- Manage and reconcile subscriptions for 10+ organizational software accounts.
- Maintain EMU workplan documents, updating based on sector manager input.

Confidentiality & Discretion

- Handle sensitive information with a high level of confidentiality and professionalism.
- Ensure secure storage and appropriate sharing of confidential materials.

What We're Looking For:

- You want to make a difference for First Nations in BC
- You are willing to take the time to invest and learn the BC First Nations landscape
- You are a team player who adds to our culture
- You are adaptable to the changing environment of opportunities
- You are not afraid to roll up your sleeves to get the work done
- You have excellent communication skills
- You have a good understanding of financial accountability
- You know when to take initiative and when you need to ask for further directions

Education, Experience, and Competencies:

- Post-secondary education in Office Administration, Business Administration, or a related field.
- A minimum of 3 – 5 years of Executive Assistant experience
- Must have a valid BC Class 5 driver's license and satisfactory driving record
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, etc.), and various video conferencing platforms
- Highly organized with strong attention to detail
- Ability to prioritize needs and deadlines in a fast-paced environment
- Ability to work effectively as part of a team and independently
- Ability to take initiative and demonstrate leadership
- Excellent oral and written communication skills
- Strong critical thinking and problem-solving skills
- Previous experience working in Indigenous Organizations or non-profits is an asset

What We Offer When You are the Right Fit:

- Salary/year - \$77,000 - \$88,000 – commensurate with experience
- Opportunity to get directly involved with First Nations in BC
- Health benefits plan (medical and dental)
- Pension Plan matching 5.5%
- 3 weeks of annual vacation
- 37.5 hours/week, 4 days/work week

JOB LOCATION:

The FNFC office is located at 320 – 1200 West 73rd Ave., Vancouver BC. Occasional travel is required. Remote work options may be available for qualified candidates from BC First Nations communities.

APPLICATION DEADLINE:

Applicants are asked to email letters of application and resume, providing details of work experience and three references before **5:00 pm (PST) on Friday, September 19, 2025** to:

E-mail: careers@fnfisheriescouncil.ca

Subject line: **FNFC Executive Assistant**

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, as per Section 41 of the BC Human Rights Code. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interview will be contacted.**

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