



First Nations Forestry Council Posting EXECUTIVE ASSISTANT

(Approved: July 26, 2018)

About the First Nations Forestry Council:

In spring 2006, the First Nations Forestry Society incorporated as a not-for-profit society in British Columbia to conduct its business in support of First Nations in BC participating and engaging in forestry related issues.

The First Nations Forestry Council (FNFC) is governed by a Board of Directors composed of representatives of the First Nations Summit, the Union of BC Indian Chiefs and the BC Assembly of First Nations. FNFC is politically accountable to the First Nations Leadership Council and the First Nations of BC.

For more information regarding FNFC, please visit our web site at www.fnforestrycouncil.ca.

About the Position:

The First Nations Forestry Council is seeking an Executive Assistant with a successful track record to provide office and administrative support to the FNFC Board of Directors and Chief Executive Officer (CEO) while participating as an integral member of the FNFC team performing duties in accordance with the mandate and priorities of the organization.

Reporting to the CEO, the successful candidate will provide a wide variety of support functions, including office administration, gathering and computing data, basic accounting/bookkeeping, preparation of reports and correspondence, communicating with a wide range of internal and external organizations, assisting in the preparation and organizing of CEO and Board of Directors meetings, conferences and other related activities. Further the incumbent will be required to take minutes at a number of meetings including minutes for the Board of Directors.

This position is full-time; however, it is subject to available funding. It is a term position to March 31, 2019 with ongoing employment subject to a satisfactory three-month probationary period and sustained/renewed funding.

Key Responsibilities:

- Implement a work plan of activities consistent with FNFC objectives and direction
- Organize and coordinate the logistics of meetings, schedules and press conferences for the Chief Executive Officer and the FNFC Board of Directors
- Facilitate and follow up on issues related to meetings, resolutions, and other activities
- Provide administrative support for the Board of Directors and Chief Executive Officer including managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, and dealing with administrative problems and inquiries
- Use knowledge and understanding of underlying operational issues to assist in administrative problem solving, and plans, develops and implements project
- Ensure the efficient functioning of the FNFC head office and communications with operations in other FNFC locations
- Compile and prepare special and operating budgets, make recommendations for purchases, and manage expenditures within the budget

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Qualifications/Requirements:

Education:

- Degree, diploma or certificate in secretarial, administration or business administration with a minimum of 5 years related experience, or equivalent combination of education and experience related to this position

Experience:

- Experience in providing administrative support
- Experience using various software programs that support office administration
- Experience working with a Board of Directors

Abilities and Skills:

- Strong interpersonal and communication skills
- Strong organizational and coordination skills
- Superior level of computer literacy, especially word processing, spreadsheets, and presentation software, search engines and tools
- Effective communication skills, including gathering data, compiling information, creating, composing, and editing a variety of written materials
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, flexibility and initiative
- Ability to work independently and expeditiously under tight timeframes and competing priorities

Knowledge:

- Knowledge of office management principles and procedures
- Knowledge and understanding of First Nations peoples political, governance, socio-economic and community issues, aboriginal ancestry an asset

Location: North Vancouver Office – Suite 2161-1959 Marine Drive, North Vancouver, BC

A competitive compensation package is offered for this exciting and challenging position. If you are qualified and attracted to working in a dynamic and progressive First Nations non-profit organization, please provide your resume in confidence as soon as possible. This posting will remain open until the position is filled.

FNFC is committed to diversity and an inclusive workplace. We will recruit the best-qualified candidates based on skills, experience as qualifications required for the position. If two or more candidates are deemed to be equal in terms of these requirements, preference will be given to the candidate of Indigenous ancestry. As a result, Indigenous applicants can choose to self-identify.

Please submit a cover letter and resume via email to:

First Nations Forestry Council
c/o Kerry Jothen, Human Capital Strategies
kjothen@humancapitalstrategies.ca