



Old Massett Village Council

Full Time Employment Opportunity

Economic Development and Lands Department

Executive Assistant

Job Title: Executive Assistant

Term Position: Full time, Permanent

Hours: 35 hrs per week

Wage: \$32.81

Benefits: As per OMVC's benefit plan after 90 days

Available to work a flexible work schedule including evenings and weekends (when required)

About the Organization

Old Massett Village Council's Economic Development and Lands Department is looking for an ambitious Executive Assistant. The Old Massett Village Council is a community of 1500 members on Haida Gwaii and an overall membership of approximately 3200 members. We are located on the beautiful North Coast of Haida Gwaii and are stewards of 27 Reserves with various land base sizes. We have approximately 70-100 full and part-time employees. General operations are comprised of, but not limited to, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, Economic Development and Lands.

About the Position

This position provides administrative support for the delivery of a comprehensive Economic Development program. The Economic Development Program is to create employment and wealth for this community through the Old Massett Village Council and this position will help ensure the administrative duties are completed effectively and in a timely manner. Under the guidance of the Economic Development Officer, the Executive Assistant will be required to research and assist in pursuing funding opportunities. This role will require Human Resource, Business and Communication functions such as participating in the creation of training plans for projects, programs, and for the Department. Communication tasks will be to assist in the planning and material for community updates and social media posts.

Reporting Relationship

The Executive Assistant will be under the general direction of the Old Massett Village Council's (OMVC) Economic Development Officer (EDO), and works closely with Administration staff, program managers, stakeholders, and the community. This position will play a supportive role with the program and project staff and training participants on a regular basis.

Qualifications and skills required

The ideal candidate, should have:

- Post-secondary education leading to a certificate, diploma, or degree. or related discipline, with a minimum of four (changed from two from original) years' experience (a combination of education and work-related experience may be considered).
- Knowledge of fluency in Microsoft Office Suite: Word, Excel, Power Point, MS Access, and Outlook.
- Basic accounting knowledge is required. Experience with marketing/sales would be an asset.

- Excellent communication and public relation skills, including written, oral, and editing.
- Have sound personal practices including organizational, time management, multi-tasking, financial management and administrative skills.
- Ability to handle sensitive, confidential information with professionalism, personal discretion, and integrity.
- Be a role model to the community.
- Be able to demonstrate a sound work ethic and ability to work independently.
- Be medically and physically fit.
- Have knowledge and understanding of Haida culture values.
- Have a valid BC driver's license and drivers abstract.
- Criminal record check.

Primary Responsibilities

- To support the administrative responsibilities required to implement and maintain the Economic Development program.
- Be contact point for the department.
- To provide support for the effective management of all resources including financial, human, information and natural.
- To support the EDO with the development of effective policies and procedures for the advancement of OMVC's Economic Development department.
- Assist in the processing of commercial land requests and various land management projects.
- To support communication with staff, community members, the economic committee, The Old Massett Village Council the Administrator and outside agencies and businesses.
- To support and aid in the application for funding from the appropriate source to aid in implementing the Economic Development program.
- To support all programs and projects assistance where needed as directed by the EDO.
- Take minutes and record all committee and important program/project meetings.
- Prepare and maintain documents using Microsoft Office programming.
- To abide by the OMVC's conditions of Employment Policy Manual.

Application Deadline: March 1, 2024 @ noon

How to Apply:

Please submit cover letter and resume to: ecdev@omvc.ca - Ivy Bell or drop off application in-person at the Band Office (reception) 348 Eagle Rd.

Preference will be given to qualified Haida applicants.
Only short-listed candidates will be contacted for an interview