



Coastal Nations Fisheries LP
504 – 321 Water Street
Vancouver, BC V6B 1B8

Job Title

Administrative Assistant

Term

Permanent Full Time

Starting Salary

\$55,000 - \$62,000 per year

Context

Coastal Nations Fisheries LP (CNF) is owned by eight First Nations on BC's North and Central Coasts and Haida Gwaii. The eight shareholder Nations are comprised of the, Gitga'at First Nation, Gitxaala Nation, Haida Nation, Haíłzaqv First Nation, Kitasoo Xai'xais First Nation, Metlakatla First Nation, Nuxalk Nation, Wuikinuxv Nation ("Nations").

CNF has been established to own, operate, and manage a sustainable and profitable fishing enterprise that respects and promotes the collaborative governance, stewardship, management and decision making of the Nations. CNF also works in support of the shareholder Nations in starting up and operating their respective Community Based Fisheries ("CBF") to enhance the livelihoods and income for the Nations and their citizens.

Job Purpose

As a critical support to the CNF executive team and the administrative operations of the organization, the ideal candidate will be a great communicator and an effective problem-solver working within a supportive and purpose-driven environment. If you are seeking a new opportunity to engage in an exciting start-up project and where growth is supported, this could be an excellent role for you!

Location

This position is based in Vancouver at our downtown office in Gastown. Occasional work-related travel may be required.

Responsibilities

- Manage complex calendars and determine priorities when there are competing demands – schedule meetings and make required changes
- Organize travel arrangements and associated logistics for the Executive team
- Organize Nation representative's visits and meetings, including booking of flights/ accommodations, creating itineraries for visiting staff, and coordinating with administrative staff in Nations
- Organize meetings including when necessary, catering, hotel bookings for Board members, the Executive team and guests and prepare and distribute supporting materials for board meetings
- Provide administrative support to the boards, including maintenance of Dropbox access and file management
- Support preparation of expense reports and their submission for processing
- Attend both in-person and virtual meetings, record minutes and distribute to related parties
- Review documents re formatting and grammar/spelling
- Assist management in creating board and other reporting documents



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- Maintain CNF's document management platform including set-up and management of existing protocols and processes
- Research and identify a context appropriate contract management platform and set up relevant protocols and processes
- Maintain confidentiality with sensitive information including financial documents and/or personal information
- Set up a system for meeting room bookings
- Calculate honoraria for board members
- Coordinate signatures on documents
- Maintain existing document filing structure in SharePoint and file documents in SharePoint
- Coordinate with janitorial staff/property manager re. office maintenance, repairs, and upkeep

Requirements

- Diploma or Certificate in Office Administration or equivalent training and experience
- Ideally 3+ years' experience in an administrative role within a corporate office setting
- Proficient with MS Office Suite, macOS and possess strong overall technical skills and familiarity with SharePoint, Adobe Pro, Zoom, DocuSign and Dropbox
- Excellent time management and organizational skills with the ability to multitask
- Excellent written and oral communication skills
- Enjoys working in a multi-project setting and flexible to changing priorities
- Self-starter who can work independently in a hybrid setting, while supporting a team of people
- Must be communicative, personable, and above all respectful in all your engagements
- Comfortability working in a multi-cultural and inclusive workplace, and operational environment

How to Apply:

Please do not contact Coastal Nations Fisheries LP directly regarding this position.

Individuals meeting the criteria above are encouraged to apply by emailing jobs@mcnak.com with the subject line: ***Application for Coastal Nations Fisheries***. Please include a resume with your online application.



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Thank you for your interest in this position. McNeill Nakamoto Recruitment Group is the exclusive recruitment partner for Coastal Nations Fisheries LP. For specific questions, Patricia Lim can be reached at patricia@mcnak.com or 604-662-8967 ext. 113 in confidence.

Coastal Nations Fisheries LP is an inclusive equal opportunity employer, and McNeill Nakamoto is committed to recruiting with a focus on equal opportunity, diversity and inclusion, therefore, we strongly encourage applications from underrepresented groups. While we thank all candidates for their interest, only select individuals will be contacted for follow-up.