



## OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,  
HAIDA GWAI, V0T 1M0  
TEL: (250) 626-3337 • FAX: (250) 626 5440  
TOLL FREE: 1-888-378-4422

---

### OMVC ADMINISTRATION/COUNCIL

**Job Title:** Governance Coordinator

**Salary:** \$33.47

**Term:** 2.5 years

**Benefits:** YES

**Hours:** 35/wk

#### WHO WE ARE

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 40 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, Administration, Education, Energy Capital Works, Finance, Housing, Social Development, and Economic Development.

#### POSITION

The Governance Coordinator provides a high level of administrative and secretarial support to Chief and Council. The Governance Coordinator organizes correspondence, prepares meeting agendas, records and distributes meeting minutes, and maintains responsibility for reporting out from council to the community. This position will work alongside council to assist in managing external portfolios. Project Management and proposal writing will be required. The Governance Coordinator has to be organized, patient, and will need to have excellent communication and technical skills.

#### RREPORTING RELATIONSHIP

The Governance Coordinator reports directly to the Band Administrator. This position works closely with Council, and supports their external portfolios.

#### QUALIFICATIONS

Minimum Requirements

- Office Administration Certificate or Diploma or 5 years of related work experience
- Grade 12 graduation and/or a minimum of five years related work experience
- Class 5 Driver's license and a clean driver abstract

#### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of Haida culture
- Exceptional Administrative and Organizational Skills
- Strong written and interpersonal communications skills, and the ability to work effectively with a variety of people and circumstances
- Proficiency in Microsoft Office 365 applications (Word, PowerPoint and Excel)
- Quick adaptation to evolving online applications (e.g. Teams, Mailchimp, Wordpress, etc.)

- Ability to establish priorities based on assigned work, requirements, and timelines
- Ability to maintain a professional demeanor and confidentiality
- Ability to work independently and to make decisions

#### **OTHER ATTRIBUTES**

- Flexible, adaptable with ability to multi-task and manage a diverse workload with multiple deadlines
- Detail and service-oriented with the ability to listen, understand and respond to community needs and questions
- Ability to think critically and act logically, evaluating situations and generating steps to achieve success
- Personable, down-to-earth and friendly
- Ability to exercise good judgement, diplomatic tact, professionalism, and strategic communication skills
- Customer service focused with proven ability to build relationships
- Ability to work in a virtual team environment

#### **PRIMARY RESPONSIBILITIES**

- Set up, coordinate meetings and conferences for Council with external agencies, municipalities, ministries, ISC, and other governmental agencies
- Maintain and distribute Council's monthly schedules in coordination with the Executive Assistant
- Assist Executive Assistant with all council travel
- Maintain all council and committee meeting minutes and assist with reporting
- Work with council on special projects pertaining to external portfolios and ministries
- Develop systems, internal reporting templates, document updates, calendars, tracking, contact lists, database to create efficiencies
- Work with council and program managers to create and update policies and creating bylaws
- Arrange yearly strategic planning and governance training for council.
- Coordinate, prepare and arrange Governance related community meetings on policies and bylaws
- Maintain confidentiality on all matters related to the affairs of OMVC
- Update and maintain the Old Massett Village Council's Governance page on the website
- Assist with or coordinate event logistics
- To perform other duties as appropriately assigned
- To adhere to the *Old Massett Village Council Conditions of Employment*

**Application Deadline:** August 16, 2024

**How to Apply:** Please submit cover letter and resume to [reception@omvc.ca](mailto:reception@omvc.ca) or in-person at the Band Office.

**Subject line must read: GOVERNANCE COORDINATOR POSTING**

Pursuant to section 41 of the B.C. Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

*Only applicants to be interviewed will be contacted*

Haw'aa