



OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,
HAIDA GWAI, V0T 1M0
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JOB POSTING

Job Title: Executive Assistant to Emergency Services and Climate Adaptation

Term Position: Full Time **Hours:** 35/WK **Wage:** \$ 27.04 per hour to start

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, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, and Economic Development and Emergency Services.

Position:

The Executive Assistant provides a high level of administrative and secretarial support to the program and the Manager. The Executive Assistant prepares meeting agendas, records and distributes meetings and will assist with data collection for the GIK – Geographic Information and Knowledge, also known as the GIS for OMVC. The Assistant is organized, patient, and has excellent communication and technical skills and the ability to work well with others.

The Administrative Assistant must be organized and patient.

Reporting Relationship

The Executive Assistant reports directly to the Program Manager and works closely with other Program Managers, Staff, Band Administrator, Chief and Council.

Qualifications:

Minimum Requirements

- Office Administration Certificate or Diploma or 3 years of related work experience
- Grade 12 graduation and/or a minimum of 3 years related work experience

Knowledge, Skills, and 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

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 take minutes
- Develop systems, internal reporting templates, document updates, calendars, tracking, contact lists, database to create efficiencies, ability to do data collection and data entry.
- Assists with or coordinate event logistics
- Perform general clerical duties to include, but not limited to, photocopying, faxing, emailing, mailing, and filing [hard copy and electronic]
- Maintain confidentiality on all matters related to the affairs of OMVC
- To perform other duties as appropriately assigned
- To adhere to the *Old Massett Village Council Conditions of Employment*

Application Deadline: August 2nd, 2024 @ 4:30pm

How to Apply: Please submit cover letter and resume to reception@omvc.ca or in-person at the Band Office

Subject line must read: EXECUTIVE ASSISTANT 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.

Haaw'a