**Job Title:** Executive Assistant

**Department:** Administration

**Term:** Permanent Full-Time

**Salary:** Commensurate with qualifications and experience

**Posted: July 5, 2024 Closes: July 19, 2024 at 3:00 pm**

**Position Summary**

We are currently seeking an Executive Assistant to join our T’ít’q’et team which serves the communities of T’ít’q’et.

The Executive Assistant provides crucial administrative support to the Administrator and the Child and Family Services Project Manager to ensure smooth operations of the T’it’q’et Administration and the Child & Family services project.

Typical duties include, but not limited to:

*Administrative Support:*

* Provide comprehensive administrative support to the Administrator and Child and Family Services Project Manager.
* Manage calendars, schedule appointments, and coordinate meetings.
* Organize and maintain files, records, and documents.
* Assist in drafting correspondence, communications, reports, and other documents as needed.
* Coordinate Child Family Services Council portfolio holder’s and staff travel arrangements as needed.
* Assist in light bookkeeping duties such as cheque requisitions and expense tracking.
* Assist in project management for various projects as required including planning, execution and completion of the project.
* Performs other related duties and responsibilities as required, and as assigned by the Administrator or Child and Family Services Manager.

*Event Coordination*

* Prepare for workshops and events, including arranging facilities, meals, and snacks.
* Coordinate travel arrangements for staff and guests attending events.
* Liaise with guest speakers or cultural performers for event participation.
* Assist in organizing activities or entertainment for events.

*Community Relations*

* Maintain professional and courteous communication with internal and external stakeholders.
* Draft and distribute communications such as memos, posters, and announcements.
* Coordinate responses to inquiries and ensure timely follow-up on action items.

**Knowledge, Skills, and Abilities**

* Knowledge and understanding of First Nations culture, values, and customs
* Proficiency with Microsoft Office software and virtual meeting platforms (e.g., Zoom, Skype, Teams, etc.).
* Ability to multitask and prioritize tasks with a positive attitude.
* Good written and oral communication skills, along with basic research skills.
* Strong organizational and coordination skills.
* Outstanding interpersonal skills, adept at collaborating within a team environment
* Proven capability to efficiently manage workload, meeting deadlines with minimal supervision
* Commitment to maintaining confidential information
* Awareness of St’at’imc culture.
* Knowledge of the T’it’q’et community and governance structure is an asset.

**Qualifications and Requirements**

* High school diploma
* Post-secondary certificate or diploma in related field is preferred
* Minimum two (2) years of experience in an administrative or related role
* Valid Class 5 Driver’s License
* Clean driver’s abstract
* Dependable and reliable

**How to Apply**

Please submit your

* Cover Letter
* Resume
* Two (2) direct supervisor references
* Copies of your certificates

Email: [reception@titqet.org](mailto:reception@titqet.org)

(Please write; “**Executive Assistant**” on the subject line)

Mail/Deliver: Sealed Envelope

Attention: Janice Whitney, Administrator

P.O. Box 615

59 Retasket Street

Lillooet, BC V0K 1V0

***We thank all applicants for expressing interest in this position, however, only those short-listed will be contacted.***