

	<b>JOB POSTING</b>
	<p><b>Executive Assistant – Economic Development</b>          Department: Economic Development          Reports to: Director, Economic Development &amp; CFO, Economic Development</p>

**Who We Are**

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

**Position Overview**

The Executive Assistant will provide high-level administrative support to the economic development management team. This role involves managing agendas and schedules, organizing meetings, tracking actions items, preparing reports, and assisting with various projects related to economic development and financial matters. The ideal candidate will have exceptional organizational skills, an understanding of We Wai Kai Nation priorities, and experience supporting senior management in a fast-paced, dynamic environment.

**Responsibilities**

Administrative Support

- Provide calendar and schedule management for management team.
- Coordinate meetings, appointments, and travel arrangements as needed.
- Prepare, organize, and distribute materials for meetings, including agendas, minutes, reports, presentations, and action items.
- Maintain an action item list, tracking items to completion and submitting regular reports on progression.
- Maintain an efficient filing system and ensure the secure handling of sensitive documents.
- Maintaining the corporate and legal records for the entities.
- Ordering office supplies, managing inventory levels, and coordinating equipment maintenance to ensure a well-stocked and efficient workspace

Communication

- Act as a liaison between internal staff, external stakeholders, and partners in relation to economic development.
- Prepare and edit correspondence, memos, and reports.
- Answer phone calls, emails, and other communications, ensuring timely responses.
- Assist in drafting and reviewing official documents, proposals, and presentations related to economic development initiatives and financial management.
- Act as the primary manager of the highway electronic message centre.

### Project Coordination and Support

- Assist with coordinating economic development projects, including outreach, research, and follow-up tasks.
- Monitor deadlines, track project progress, and ensure deliverables are met.
- Support management team with coding and management of invoices.

### Meeting Planning and Coordination

- Organize and manage events, workshops, or community engagement activities related to economic development.
- Coordinate logistics for meetings, conferences, and community events.
- Prepare meeting agendas, minutes, briefing material, and gather supporting documentation including scheduling guests as required
- Take minutes during meetings, ensuring they are accurate and concise.

### Research and Reporting

- Assist in researching economic development opportunities, financial trends, and policies that align with the community's growth and priorities.
- Prepare reports and presentations for senior management, committees, or community meetings within prescribed timelines.

### Confidentiality and Compliance

- Handle confidential information with discretion and ensure compliance with all relevant policies and regulations.
- Maintain confidentiality of all financial and economic development-related matters.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

### **Confidentiality and Privacy**

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

### **Key Contacts**

- Director of Economic Development
- Economic Development CFO
- Business Operations Manager
- Entity Committees and Managers
- Economic Development Property Manager
- Communications Officer
- All levels of government and their agents
- Actual and potential business partners
- Funding agencies

### **Preferred and Required Qualifications & Experience**

[Some required qualifications may be achieved on-the-job]

- Diploma or degree in business administration or a related discipline
- Working knowledge of federal, provincial, and local contexts within which economic development is conducted
- Working knowledge of financial statements and reports

- Experience within a First Nation community or Indigenous organization is preferred
- Strong interpersonal skills with the ability to build relationships and collaborate with staff, community members, management, and external partners
- Excellent written and verbal communication skills
- Advanced working knowledge of MSOffice Suite
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Superior communications, human relations, motivational, and organizational skills
- Ability to summarize complex discussions into clear, concise minutes.
- Ability to capture key action items and follow up on them.
- Flexible work practices – to lead, to work independently, and to cooperate as a team member, in a personally and professionally demanding and dynamic position
- Ability to work in a dynamic and changing environment
- Clean criminal record [relevant to the position]
- Must obtain and maintain a valid class 5 BC Driver's License.
- Must have a vehicle in good operating condition and appropriate vehicle insurance to and from work.
- Knowledge, training, and time management skills required to organize, develop, and deliver social, cultural, and other programs and events
- Positive and respectful outlook towards their job and other employees
- Adherence to the workplace rules and policies of the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance.

#### **Personal Attributes**

This role requires sound professional skills and judgement. Knowledge of principles and practices of economic/business development, strategic planning, program administration and resourcing, organizational and management practices, marketing, and financial literacy are required. The incumbent must have advanced abilities to initiate and lead, communicate, make decisions, and manage relationships.

#### **Physical Requirements and Working Conditions**

This position is nominally scheduled to work Monday to Friday dayshift but will often require flexibility and additional time to deliver its leadership mandate, including travel and overnight stays. Works independently and collaboratively, inclusive of regular supervision.

Job Type: Full time, Permanent

Hourly Wage: \$35 - \$44 per hour

**Benefits:** Extended Health and Dental, Virtual Health Care

**Pension:** Generous pension matching contributions of up to 9%

#### **How to Apply:**

If you are interested in applying for this role, please submit your resume and cover letter to [careers@wewaikai.com](mailto:careers@wewaikai.com).

We Wai Kai Nation is an equal opportunity employer and is committed to fostering an inclusive, respectful, and barrier-free workplace. We welcome applications from all qualified individuals.

As permitted under applicable law, We Wai Kai Nation gives preference to qualified Indigenous applicants. Applicants are encouraged to self-identify in their application.