



# Ditidaht First Nation

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## Executive Assistant Job Posting

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Job Title:	Executive Assistant	Job Category:	Permanent Full-Time
Department:	Administration	Rate of Pay:	\$25- \$35 hourly dependent on qualifications
Location:	Balaats'adt Village, Nitinaht Lake	Posting Date:	November 28 <sup>th</sup> , 2024
Reports To:	Chief Administrative Officer	Closing Date:	Posted until filled.

### Organization Overview

Ditidaht First Nation is a vibrant and culturally rich community located at the north end of Nitinat Lake on Vancouver Island, British Columbia. Our main community, Balaats'adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Ditidaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

### Position Overview

We are seeking a dedicated and experienced Executive Assistant to provide confidential administrative and secretarial support to the Chief Administrative Officer (CAO) and manage the day-to-day administrative functions of the Administration Department. Reporting to the CAO, the Executive Assistant will play a crucial role in ensuring accurate and timely delivery of administrative services by coordinating the flow of information, managing communications internally and externally, and supporting the execution of organizational goals.

### Key Responsibilities

- **Calendar and Schedule Management**
  - Manage and maintain the CAO's daily calendar, including scheduling meetings, appointments, and travel arrangements.
  - Anticipate and prioritize the CAO's schedule to optimize efficiency and allocate time appropriately.
- **Communication and Correspondence**
  - Serve as the primary point of contact for internal and external stakeholders, maintaining professionalism and diplomacy in all interactions.

- Manage and screen phone calls, emails, and other forms of communication, ensuring prompt and accurate responses or redirection as required.
- Draft, proofread, and edit various documents, including reports, presentations, and correspondence.
- **Information Management**
  - Collect, compile, and organize information to support executive decision-making.
  - Conduct research, prepare briefing materials, and provide summarized reports on key topics as requested.
  - Maintain confidential files, records, and databases, ensuring accurate and up-to-date information.
- **Meeting Support**
  - Organize and prepare for meetings, including agenda preparation, material distribution, and logistics coordination.
  - Attend meetings, take accurate minutes, and distribute them to relevant participants.
  - Follow up on action items and deadlines to ensure completion.
- **Administrative and Financial Support**
  - Assist in budget development and monitor expenditures, providing reports as needed.
  - Complete purchase requisitions and ensure invoices are authorized and submitted for payment.
  - Provide project support, conduct research, and compile data involving new projects.
- **Relationship Management**
  - Build and maintain positive relationships with internal and external stakeholders.
  - Liaise with other departments and teams to facilitate seamless communication and collaboration.
  - Represent the CAO professionally in interactions with members, staff, and other stakeholders.
- **Other Duties**
  - Support the planning and execution of special projects and community events.
  - Handle confidential information with discretion and professionalism.
  - Perform other related duties as assigned.

## Key Skills

- Exceptional organizational and time management skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) at an advanced level.
- Ability to work independently and resolve administrative issues and problems.
- High level of discretion and professionalism in handling confidential and sensitive information.

- Strong interpersonal skills with the ability to build positive relationships with diverse individuals.
- Well-developed problem-solving and conflict resolution skills.
- Ability to manage multiple tasks and prioritize effectively under time pressures.
- Detail-oriented with excellent planning and organizational skills.
- Knowledge of Indigenous cultures, particularly Ditidaht culture and language, is an asset.

## Preferred Qualifications

- Diploma or degree in Business Administration, Communications, or a related field.
- Minimum of 3-5 years of recent experience in an executive assistant or senior administrative role.
- Experience working within a First Nations community or organization is preferred.
- Demonstrated ability to use office equipment and software at an advanced level.
- Experience in budget development and financial monitoring.
- Proven ability to record and transcribe minutes of meetings accurately.
- An acceptable combination of education and experience may be considered.
- **Note:** *We encourage applications from individuals whose backgrounds may not align perfectly with the qualifications listed but who bring a unique perspective and experience to the role.*

## Other Requirements

- Valid Class 5 driver's license.
- Clear Criminal Record Check and Vulnerable Sector Check (available upon request).
- Willingness to be office-based in the Nitinaht Lake community.
- Flexibility to travel as required.
- Ability to work occasional evenings or weekends for special events.

## Core Competencies & Personal Characteristics

### *Core Competencies*

- **Holistic Thinking and Stewardship:** Understands the interconnectedness of community, environment, and cultural heritage; cares for the Ditidaht people and natural environment to promote overall well-being and sustainability.
- **Cultural Pride and Knowledge:** Values, upholds, and actively promotes Ditidaht traditions, language, and heritage, fostering a strong sense of identity and continuity among community members.
- **Adaptability and Innovation:** Integrates traditional practices with modern advancements, demonstrating resilience, flexibility, and creativity in adapting to change and managing multiple priorities.
- **Community Engagement and Collaboration:** Actively contributes to the community's well-being through strong relationships, teamwork, and participation in initiatives and events.

- **Effective Communication and Respect for Diversity:** Communicates ideas clearly and appreciates diverse backgrounds and perspectives, fostering inclusivity and meaningful interactions.
- **Economic Initiative:** Seeks and develops opportunities that support the Nation's economic growth and sustainable prosperity, aligning efforts with community goals.
- **Client Service Excellence and Hospitality:** Delivers high-quality, responsive service; welcomes and shares resources generously, reflecting the Ditidaht tradition of hospitality.

#### *Personal Characteristics*

- **Respectful and Empathetic:** Honors individuals, traditions, and the community; understands and shares the feelings of others, fostering a supportive and inclusive environment.
- **Committed and Accountable:** Demonstrates dedication to community goals; takes ownership of tasks and obligations, ensuring dependability and responsibility in all duties.
- **Resilient and Energetic:** Maintains a positive attitude during challenges; adapts effectively to setbacks; displays enthusiasm and passion while maintaining productivity and balance.
- **Honest and Transparent:** Upholds truthfulness and openness, building trust through integrity in all actions.
- **Culturally Grounded:** Respects and appreciates cultural and spiritual traditions; shows a willingness to engage in cultural activities and incorporates cultural practices into work and community engagement.
- **Proactive and Innovative:** Acts as a self-starter who takes initiative; embraces creativity and new ideas to address challenges with minimal supervision.

#### Hours of Work

- 8:30 am – 4:30 pm, Monday to Friday

#### Salary and Benefits

- Competitive wage based on experience and qualifications,
- Opportunities for professional development and training.
- Paid time off and sick leave.
- Supportive work environment with a focus on work-life balance.
- Potential for career advancement within the organization.

#### Application Process

This posting will close when the position is filled. Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to:

Email: [admin@ditidaht.ca](mailto:admin@ditidaht.ca)

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

### **General Contact Information**

Ditidaht First Nation Administration Office  
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*Join our team and contribute to the growth and prosperity of the Ditidaht First Nation community!*