

METLAKATLA FIRST NATION

JOB OPPORTUNITY

Executive Assistant – Board Coordinator

Date Classified:	April 4, 2023
Business Unit:	Metlakatla First Nation (MFN)
Location:	Metlakatla, British Columbia
Reporting to:	Executive Director and Board of Directors

Metlakatla First Nation has an immediate opening for a permanent full-time Executive Assistant – Board Coordinator in the Metlakatla community. As the successful candidate, you will act as the liaison to the Board of Directors and related committees to administer a variety of functions for the Board including document control/management, review and analysis, preparation of information for board members and coordination of board projects and board appointment activities.

Responsibilities:

- Maintain working schedules and engagement calendars of the Boards, Chief & Council and Executive Directors ("Board").
- Remain highly organized to coordinate all Board meetings as needed and requested.
- Review all documents, reports, and correspondence prepared for the signature of the Board with regard to format, content, grammar, and spelling; report and make edits as necessary.
- Receive incoming mail; review, evaluate, and distribute correspondence requiring the priority attention of the Boards.
- Facilitate communication between department managers, the Executive Director and the Boards.
- Manage all meeting logistics, including developing board and committee work plans and calendars, timely preparation and distribution of agendas, notifications, and advance reading material, etc.
- Serve as a recording secretary for all board and committee meetings and prepare and maintain minutes, bylaws, policies, and other public and confidential documents of the Boards in a timely manner.
- Communicate all decisions, actions, directives, and important information following Board meetings to the appropriate individuals or stakeholders.
- Anticipate and follow up on outstanding agenda items, taking action to ensure information is provided in a timely manner.
- Manage all logistics, including travel arrangements, room bookings, and meals. Prepare agenda, meeting documents and follow-up on actions resulting from the meetings. Ensure Board members' expense claims are submitted for processing.
- Support the Communications Department with various events (e.g., conferences, AGM, etc.).
- Coordinate orientation for new Board members in understanding their roles and responsibilities.
- Other duties within the scope of the position may be allocated by the Executive Director. These will be in accordance with the employee's range of skills, competence, training and experience or be part of a training/development plan.

Education and Experience:

- Minimum of a Grade 12 diploma from a recognized educational is required.
- Post-secondary diploma or certificate from a recognized institution in Business Administration would be an asset.
- Minimum of five (5) years of office and executive administrative assistant experience.
- Excellent listening skills and ability to carry out directions in a timely manner.
- Ability to work in a team-oriented, collaborative environment.
- Ability to prioritize multiple demands and effectively manage time. Accurate filing and proofreading skills.
- Self-directed, as well as task and goal-oriented; present a professional attitude and appearance.
- Ability to understand and work within board governance and structures.
- Strong organizational skills and the ability to prioritize multiple tasks seamlessly with excellent attention to detail.
- Expert level written and verbal communication skills. Emotional maturity.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of employee/member/client service and response.
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.
- Valid Class 5 Driver's License, access to a reliable vehicle and travel throughout Canada are expectations of the position.

Submission Deadline:

- April 21, 2023.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: hr@metlakatla.ca