



## Gitlaxdax Nisga'a Terrace Society

**Employer:** Gitlaxdax Nisga'a Terrace Society

**Position Title:** Executive Assistant

**Reports to:** CEO and/or in their absence Finance Manager

**Status:** Full-Time (35 hours a week) M-F 9:00 am- 5:00 pm

**Closing Date:** Posted October 4, 2022 until filled

**Who we are:** Gitlaxdax Nisga'a Terrace Society (GNTS) is a non-profit, community organization that works to enhance the social, economic, physical, cultural, and spiritual well-being of the Nisga'a citizens that reside in the Terrace/Thornhill area. GNTS provides quality programs and services for our membership, focusing on Nisga'a Language & Culture, family, education, and recreation programming. We have many programs promoting Nisga'a Cultural learnings and traditions year round. We are funded by Nisga'a Lisims Government and are governed by our own Society Constitution, By-Laws, and Board of Directors. Please visit our website: <https://gitlaxdaxnisgaaterracesociety.ca/> about to learn more about us.

### We focus on:

- Value and work towards unity in all that we do
- Equality, diversity, and inclusion
- Honoring different perspectives
- Creating a meaningful workplace that creates impact for our citizens

### If you are:

- An excellent communicator who loves the details
- Looking for a diverse and engaging environment
- Team and detail orientated
- Self starter
- Enthusiastic about doing meaningful work
- Full of ideas to solve organizational gaps
- Excited about organizational hacks

### Then we would love to hear from you!

**We work and interact with a vulnerable population and as such, we have a mandatory COVID-19 vaccination policy for all employees at GNTS. This policy requires all employees to be fully vaccinated against COVID-19. If selected for employment, you will be required to provide proof of vaccination by providing a copy of your BC Vaccination Card Passport with the QR code.**

**Position Summary:** Reporting directly to the CEO and/or Finance Manager, the **Executive Assistant** is responsible for providing executive support. The **Executive Assistant** represents the CEO and serves as the primary point of contact for internal and external clients on all matters pertaining to the GNTS. The **Executive Assistant** serves as a liaison to the board of directors and leadership team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The **Executive Assistant** coordinates and ensures effective flow of information, communication, and referral of issues to the CEO.



**Responsibilities:** Responsibilities include but are not limited to the following;

- Assist in preparing weekly and monthly reports
- Event planning and coordination
- Gathering and maintaining documents necessary to ensure compliance with all governing regulations
- Maintain a filing system for receipts and invoices related to monetary grants
- Answering phones and greet visitors
- Representing GNTS at various events
- Exercises discretion and the ability to maintain and manage confidential information
- Human resources tasks, such as new employee paperwork, posting job ads, payroll duties
- Present a professional demeanor at all times as a representative of GNTS.
- Develop and maintain relationships with internal and external clients
- Respond promptly to requests and inquiries
- Assist in administrative tasks on a variety of projects as assigned
- Manage meeting invites via a variety of technological platforms
- Manage meeting/event logistics including meeting minutes and action items
- Send initial confirmations in connection with meetings/events and following up at specified intervals prior to the meeting/event to confirm the current status of the meeting, the accuracy of participant counts, the need for special equipment, etc.
- Ability to create, compose and edit written materials with a high degree of accuracy
- Ability to learn new technologies and trouble shoot computer problems
- Prioritize incoming mail and emails for the CEO and Board of Directors
- Assist Finance Manager by preparing purchase orders, cheque/electronic funds transfer requests, obtaining BOD signatures for cheque runs, manage fuel card usage and mileage log for work vehicle
- Scheduling monthly Board, HR, Personnel and Finance meetings; scheduling quarterly membership meetings and all information packages included for Board, staff and membership as required
- Annual General Meeting: planning/scheduling, booking venues, catering, preparing packages for board and membership, minute taking
- Administer office keys, codes, and cellular devices
- Supervision and training: Administrative Assistant/ Receptionist & Janitorial Staff, on-call/casual staff: keep files, contact for work, manage their schedules, and time sheets and ensure they are trained to optimize office functionality.
- Manage online and social media platforms and upkeep
- Basic office administration, photocopying, scanning, faxes, emails, directing calls and foot traffic as needed when Administrative Assistant/ Receptionist is unavailable

**Knowledge, Skills, and Abilities:**

- Perform all job duties and responsibilities in an honest and ethical manner and in compliance with all laws, regulations, and company policies.
- Proficient with MS Word, Excel, and PowerPoint.
- Excellent communication and public speaking skills in the English language.



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- Has proficient computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Strong written and verbal communication skills with ability to work with a variety of audiences
- Ability to prioritize and manage a workload which often includes multiple competing demands
- Dynamic proven ability to engage others and work in a team environment
- Highly organized and structured, with effective ability to problem-solve
- Must possess a positive, friendly attitude and a strong work ethic
- Knowledge of the Nisga'a Treaty considered an asset
- Ability to understand/speak or familiarity with Nisga'a language and culture considered an asset
- Proven networking skills
- Good time management
- Superior organizational skills and the ability to pay close attention to detail
- Ability to work independently with little supervision
- A strong desire to provide excellent service
- Ability to create, compose and edit written materials with a high degree of accuracy
- Ability to learn new technologies and trouble shoot computer problems
- 2 year's experience in an administrative role considered an asset

Preference may be given to candidates with:

- Previous experience working with First Nations communities.
- Previous experience working with community-based non-profit environments

### **What is in it for you:**

Benefit package:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- RRSP match

Competitive Salary:

- \$50,000.00 per year

If you would like to join our team, please submit your cover letter, and resume through this posting. Due to the high volume of applicants only those chosen for an interview will be contacted directly. Do not contact us with unsolicited offers or services.