



# huu ayaht

ANCIENT SPIRIT, MODERN MIND

**Permanent Full Time Position:** Executive Assistant to Executive Council

**Location:** Port Alberni Government Office

**Salary:** Dependent on Experience and Education

**Authority Relationship:** Reports to the Chief Financial Officer

**Position Summary:** The Administrative Assistant to Executive Council role is to provide effective and efficient administrative support to the Executive Council with their political activities and responsibilities. Works collaboratively and fosters relationships to streamline administrative support and communications between the Executive Council as well as Internal and External Government officials.

### **Key Accountabilities:**

- Providing efficient and effective administrative support to the Executive Council, requiring strong initiative and judgment.
- Coordinating meetings, preparing meeting agendas, preparing correspondence and distributing information in a timely manner, to Executive Director, external organizations and Government Agencies.
- Assisting with developing and drafting of organization practices as directed by the Executive Council and maintaining up-to-date files on best practices on all policies and standards.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

### **Job Duties:**

- Takes direction from the Executive Council regarding work assignments.
- Works collaboratively with Executive Assistant to Executive Director to ensure quality communication between HFN Departments and Committees.
- Manages calendars, plans / coordinates meetings, public events and conferences, organizes teleconferences, makes travel arrangements and creates travel itineraries.
- Prepares materials, assists and coordinates meetings that are to be convened by the Executive Council, maintains and coordinates agenda items and requests, taking minutes and documenting decisions and action items from meetings.
- Coordinates and assists in producing and distributing paperwork, including meeting minutes, reports and letters.
- Obtains appropriate signatures for documents when necessary.
- Directs queries to appropriate individuals (telephone, email, correspondence and fax).

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646

### **Operational Requirements:**

- Valid class 5 driver's licence.
- Some travel, including overnight and or weekends.
- Will work from time to time in our HFN Government Office in Anacla.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, reference checks, and education/credential verification.

### **Education and Experience Requirements:**

- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- 2+ years of experience in an executive support role, ideally in a First Nations government environment.
- Grade 12, Administrative or related College certificate preferred.
- Ability to multi-task and work well under pressure.
- Excellent computer skills including Word, Outlook, PowerPoint.
- Excellent oral and written communication skills, including good spelling, punctuation and grammar.
- Superior organizational skills.
- Professional and helpful demeanor, both on the phone and in person.
- Demonstrates strong initiative and judgement.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide st, Port Alberni, B.C. V9Y 6N4. Please quote Executive Assistant to Executive Council Job Posting. Closing date for this position is February 16, 2018 at 4:00pm.



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**Vision** - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

## HUU-AY-AHT FIRST NATIONS VALUES

### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

### HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other
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