



## **NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!**

### **Executive Assistant – Fort St. James, British Columbia Permanent Full-Time (35hrs – 5 days/wk.)**

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. Under the supervision of the Executive Director, the Executive Assistant will provide senior administrative and secretarial support to the Executive Director and the Nezul Be Hunuyeh Board of Directors. A full job description is available upon request.

#### **Key Areas of Responsibility**

- ✚ Maintain the Executive Director's calendar including coordinating meetings, appointments, and travel arrangements
- ✚ Provide secretariat duties for the NBHCFSS Board of Directors and Leadership team
- ✚ Planning and coordination of high-level events, including communications, facilitation, and reporting. Prepare and distribute correspondence, memos, and letters on behalf of the Executive Director
- ✚ Delegate tasks and responsibilities when appropriate, on behalf of the Executive Director
- ✚ Assist in preparing reports, presentations, and other documents as needed
- ✚ Ensure compliance with legal and regulatory requirements including filing and maintaining records
- ✚ Planning and coordination of high-level events
- ✚ Maintain electronic and physical filing systems as per Agency policy and procedures
- ✚ Maintain a high degree of discretion and confidentiality
- ✚ Establish and maintain professional relations with clients, community members, community partners and stakeholders, and to build relationships with the communities served by NBHCFSS

#### **Preferred Qualifications**

- ✚ Experience with project management, administrative program development, and event planning
- ✚ Acute attention to detail with highly developed organization and presentation skills
- ✚ Work both independently and collaboratively with the ability to prioritize tasks and work under pressure
- ✚ Reflect and interpret the Agency Vision, Mission, and Core Values in their work with enthusiasm and commitment
- ✚ Proficient in the use of computer programs including Microsoft Office (Word, Teams, Excel, Outlook)
- ✚ Strong verbal and written communication skills
- ✚ Bachelor's degree in Indigenous Governance, Diploma in Administration Services, Business Administration, or related field
- ✚ Minimum of five (5) years' experience in an administrative setting
- ✚ Indigenous knowledge or willingness to learn Dakelh Culture and language
- ✚ Knowledge of the communities served by Nezul Be Hunuyeh
- ✚ Sensitive to the historical and systemic impacts on Indigenous people and communities
- ✚ Conflict resolution-anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints

Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver's License.

Modified workdays/hours may be required

Experience working with MIS/ICM and Best Practices is an asset

Indigenous ancestry is an asset.

#### **Competitive Compensation and Benefits Package (\$29.17-\$33.49hourly)**

#### **PLEASE SUBMIT RESUME AND COVER LETTER TO:**

NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES

P.O. BOX 1180 - 700 STUART DRIVE WEST

Fort St James BC V0J 1P0

Telephone: 250-996-6806 Fax: 250-996-6977

Email: [hiring@nbh.ca](mailto:hiring@nbh.ca)

Closing date: July 2, 2024, at 8:00am

**We thank all applicants for applying in advance: only those selected for an interview will be contacted.**