



## **Executive Assistant**

**Victoria, B.C.**

Join a growing team, dedicated to revitalizing First Nations arts, languages, cultures and heritage in British Columbia. The First Peoples' Cultural Council (FPCC) is looking to fill an **EXECUTIVE ASSISTANT** position to support the Chief Executive Officer and the Board.

The Executive Assistant reports to the Chief Executive Officer and will use discernment and exhibit good judgement to coordinate, plan and perform office administrative duties to support the Chief Executive Officer and the Board. If you thrive in a fast-paced environment, have amazing customer service, are a wiz at calendars and PowerPoint, good at minute taking, enjoy varied and complex office administrative duties and have an interest in working with a great team dedicated to work that supports cultural revitalization, we look forward to hearing from you!

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply. Only short-listed candidates will be contacted for interview. All applications will be treated with strict confidentiality.

### **Who We Are:**

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to support Indigenous arts, languages, cultures and heritage revitalization in British Columbia. You may learn more about us here: [fpcc.ca/about-us](http://fpcc.ca/about-us)

### **What We Offer:**

- We value your work-life balance and family/community time.
- Dental, extended health and vision care for you and your family through Canada Life.
- B.C. Public Service Pension.
- Additional statutory holidays, including National Indigenous Peoples' Day and National Day for Truth and Reconciliation.
- Training and professional development opportunities to grow your career and skills.
- Travel opportunities to conferences and community events.
- An equal opportunity, respectful and inclusive work environment.

### **What You Will Do:**

#### **CEO Support:**

- Manage the CEO's schedule and ensure that required decisions, reports and submissions and presentations are delivered on time.
- Provide support to Board members and respond to their correspondence and phone calls professionally and on a timely basis.
- Maintain the schedule of all major report and briefing submissions to the Board, government departments, and major funders. Organize all information collection and



ensure that reporting deadlines are met. Liaise with senior staff to coordinate the flow of information such as briefing notes, proposals, reports, board submissions and correspondence.

- Maintain the Board meeting schedule and organize meetings and events such as the Annual General Meeting.
- Attend Management, Board and other meetings to take minutes.
- Assist with drafts of briefing notes and PowerPoint presentations.
- Organize working files.
- Review and summarize miscellaneous reports and documents and prepare background documents as required.
- Make travel arrangements for the Chief Executive Officer and Board; maintain appointment schedules and calendars for the Chief Executive Officer and the Board; arrange meetings and conferences.

#### **Board Support:**

- Create and distribute Board, Advisory Committee and AGM agendas.
- Create and maintain an up-to-date Board Planning Calendar outlining the Boards' agenda over the course of the fiscal year.
- Maintain a full and current contact list of Board and Advisory Committee members including appointment dates, term of appointments and Board Director bios.
- Update, maintain and ensure safe storage of the Board's Minute Book and other legal documents.
- Oversee all annual filings of required reports and information.
- The management of external correspondence and ensuring that requests made of the Board of Directors, are recorded, reported, and responded to in a timely manner.
- Liaise with Ministry on Board matters, such as Ministerial Orders. Assist Governance Chair in contracting facilitators and services.
- Coordinate travel and accommodation for Board and Advisory committee.
- Monitor board and Advisory term expirations and initiate official correspondence and formal acknowledgements letters.
- Monitor legislative and compliance requirements, such as indemnification, code of conduct, Registrars of Societies' Annual Report.
- Maintain Board and Advisory contact information.

#### **What You Will Bring:**

- Grade 12 supplemented by at least two years' post-secondary training in a business, office management or secretarial field, or an acceptable combination of equivalent education, training, or experience in related fields.



- At least 2 to 3 years' experience working with CEO and Boards in a senior administrative role.

### **Skills and Abilities:**

#### **Must possess demonstrated ability to:**

- Type at least 60 wpm.
- Use tact and judgment in interpersonal relationships.
- Work well under pressure to meet deadlines.
- Convey, interpret and present data and information to senior managers and executives.
- Work with sensitive information.
- Effectively represent the Chief Executive Officer and the Board to outside parties.
- Attention to detail and decision-making skills to respond to high-pressure situations.
- Time management skills to plan, manage, and coordinate executive's activities and major functions.
- Experience with MS Office Suite including Word, Excel, Power Point and Outlook.
- Strong verbal and written communication skills, including executive presentations, briefing notes and submissions, and reports.

### **Working Conditions**

- This role is based out of our Brentwood Bay head office.
- Travel to meetings throughout B.C. is required.
- May be required to work occasional evenings and weekends.

### **Salary Range**

The salary range for this role is **\$60,000 - \$65,000**.

For more information about First Peoples' Cultural Council, visit: [www.fpcc.ca](http://www.fpcc.ca)

**Please send a resume and covering letter to:** [hr@fpcc.ca](mailto:hr@fpcc.ca)

**The posting will remain open until filled.**

The First Peoples' Cultural Council is located in Brentwood Bay and is grateful to have our home in the beautiful traditional unceded territory of the **W̱SÁNEĆ** Nation people, in the village of **W̱OŁEŁP**.

FCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. Depending on your role, FCC reserves the right to require proof of a COVID 19 vaccination.