



SCHEDULE A
BC ASSEMBLY OF FIRST NATIONS
JOB POSTING

POSITION TITLE: Executive Assistant
REPORTS TO: Regional Chief and Chief of Staff
TERMS: Full-Time
HOURS OF WORK: Monday to Friday 8:00 – 5:00pm
(May need to occasionally work evenings and weekends)

The Executive Assistant is responsible for providing professional administrative support to the Regional Chief of the BCAFN. This includes managing schedules, meeting logistics, assisting with travel, cultural protocols, and related activities.

Specific Responsibilities include, but are not limited to:

- Responding to all requests made to the Regional Chief by third parties to attend and/or speak at meetings
- Perform day to day bookkeeping tasks
- Receive, verify and code invoices, travel claims and requisitions for goods and services
- Data entry for accounts payable and receivable transactions
- Schedule meetings or events at the request of the Regional Chief and/or the Chief of Staff
- Prepare and organize travel related to the Regional Chiefs schedule, including liaising with BCAFN approved travel agent and ensuring the Regional Chief is aware of his weekly schedule
- Developing weekly itineraries including travel arrangements, and planned meetings
- Prepare a report for the Assembly of First Nations which summarizes the activities of the Regional Chief as related to his national portfolios
- Assist the Regional Chief, Chief of Staff and BCAFN staff with the planning and coordination of BCAFN assemblies and other meetings
- Assist the Regional Chief, Chief of Staff and the Office Manager with preparing letters, as required
- Monitor the results of elections held in First Nations communities and update the BCAFN's membership list and contact information accordingly
- Provide administrative support to ensure effective and efficient office operations, including but not limited to the following:
 - Maintain inventory files;
 - Maintain a filing system for all financial documents as well as incoming and outgoing correspondence; and
 - Ensure the confidentiality and security of all financial and employee files.
- Provide research and policy support as requested by the Regional Chief and/or the Director of Operations
- Perform other duties as reasonably required



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Education, Experience and other requirements:

- University Degree or College Diploma from a recognized institution, preferably in business administration or equivalent – equivalent work experience also acceptable.
- Minimum of five years of experience in the role of Accounts Payable/Receivable Clerk, Executive Assistant or similar position, preferably for a First Nations provincial/territorial organization
- Expert knowledge of Microsoft Office programs
- Strong interpersonal skills, excellent written and oral communication skills
- Excellent time management skills and proven organizational skills
- Knowledge of First Nations political and legal issues, including cultural protocols
- Flexible schedule, may have to work evenings and weekends
- Travel as required

TO APPLY:

If you are interested in this opportunity, please email your cover letter and resume, as one PDF file to maureen.buchan@bcfn.ca in the following format:

- Subject heading: *BCAFN Executive Assistant Position*

Application deadline date is Monday, February 19, 2018, 4:00 pm (PST).

We want to thank everyone who applies for this position in advance. Applicants with Aboriginal ancestry preferred. Only successful applicants will be contacted for interviews.