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Executive Assistant Position Available

St'at'imc Eco-Resources (SER) requires an Executive Assistant to join our dynamic team working throughout the St'at'imc Territory in and around Lillooet, BC. SER is an environmental services provider that works together with its 9 Shareholder Communities to develop capacity building and provide direct opportunities for fisheries, aquatic & terrestrial biology and enhancement and restoration programs. Please see www.statimceco.com or our Facebook page to review our work.

Job Summary

The primary responsibility of the Executive Assistant is to assist the CEO, management team and staff in a direct working relationship. The Executive Assistant serves as the primary point of contact for internal and external stakeholders of SER. The Executive Assistant will report directly to the CEO but provides an important link between management, staff, contractors, and clients. This is a full-time, salary position and flexibility based on operational needs is critical. This work may involve occasional evening and weekend work.

Job Duties

- Respond in a professional and timely manner to job tasks and specific requests from CEO and management team.
- Represent SER as the initial point of contact with the company.
- Contribute to a positive work environment by building healthy, professional relationships with all staff.
- Event, training and meeting coordination and scheduling.
- Collect and organize documents and information, and perform other administrative assignments as required. This includes minute-taking at a variety of meetings.
- Assist with scheduling and calendar management, budgets and presentation preparation.
- Assist with social media marketing (website, Facebook, etc) and newsletter development.
- Communicate and keep management and staff informed and up to date about projects progress and day-to-day activities, with management supervision.
- Able to manage changing work priorities and manage several tasks and projects efficiently and effectively.
- Mentor the On-Call Administrative Assistant position (capacity building).
- Assist with analyzing the current SER administrative processes and programs to determine specific areas of need and promote continuous improvement.
- Manage documentation and records, with a high level of confidentiality.
- Analyze and generate reports as needed.
- Other duties as required.

Job Requirements

- Detail and goal-oriented individual able to perform several tasks in flexible schedules.
- Excellent time management and organizational skills, able to prioritize tasks and meet tight deadlines.
- High level of proficiency in MS Office (most notably Excel, Word and Outlook), social media and able to learn new software quickly.
- Minimum of 2 years' experience in an Executive Assistant or Administrative Assistant role.
- Experience and/or knowledge of working with First Nations.
- Minute-taking experience is an asset.
- Very strong communication skills – written, oral and presentation.

- Able to collaborate effectively with individuals across multiple functions and disciplines, within the company and outside the company.
- Ability to work independently or part of a team
- Strong follow-through skills and proactive.
- Strong problem-solving and emergency handling skills are essential.

Working Conditions

- This is a full time, salary position
- Schedules can change and flexibility is a must
- Majority of work is office-based. Depending on Covid-19 restrictions, remote work is available as required.
- SER offers benefits, including extended health coverage and pension, after a period of 90 days
- Covid-19 protocols:
 - Remote Interview process
 - Social distancing guidelines in place
 - Virtual meetings
 - Sanitizing, disinfecting, or cleaning procedures in place

The St'at'imc Nation stretches from Churn Creek to South French Bar; northwest to the headwaters of the Bridge River; north and east to Hat Creek Valley; east to the Big Slide; south to the island on Harrison Lake and west of the Fraser River to the headwaters of the Lillooet River, Ryan River and Black Tusk.

The area is known for its hot, dry summers, spectacular scenery, and history. There is no shortage of outdoor activities including fishing, hiking, biking, boating, and camping. We are located within easy driving distance of Vancouver, Whistler, Kamloops, and the Fraser Valley.

Application

Please send a CV and cover letter no later than Thursday, May 27, 2021 to hr@statimceco.com. Salary is commensurate with experience, please note salary expectations when applying. All St'at'imc Eco-Resources hiring will be merit based. Where candidates are equally qualified, consistent with Section 42 of the BC Human Rights Code and Employment Equity Act, preference will be given to Indigenous people.