

WSÁNEĆ Leadership Council Job Opportunity

Job Description: Office Manager
Date Posted: July 26, 2021
Due Date: September 27, 2021 - EXTENDED
Application Details: Please send resume and cover letter to Gord Elliott, Director of Operations (gord.elliott@wsanec.com) by due date



JOB DESCRIPTION

As an organization focused on self-determination, the WSÁNEĆ Leadership Council (WLC) works to enhance recognition of, and respect for, WSÁNEĆ Douglas Treaty rights and WSÁNEĆ Aboriginal rights and title on behalf of Tsartlip First Nation, Tsawout First Nation, and Tseycum First Nation. The WLC currently has 8 staff and an office space that needs regular management.

The Office Manager will be responsible for planning meeting and taking meeting minutes, ensuring data and files are organized, answering phone calls and emails, paying invoices and tracking budgets, and other administrative tasks. The Office Manager will work closely with the Director of Operations and the various WLC managers to ensure policies are implemented and that the WLC office runs smoothly.

The successful candidate will need to be self-directed, meticulous, and able to work efficiently in an environment with competing priorities. The successful candidate will work full-time from the WLC office in Brentwood Bay, with work-from-home exceptions due to COVID-19. A class 5 driver's license will be considered assets. Salary is competitive.

DUTIES

- Working with staff and external organizations' schedules to plan meetings
- Creating and updating records, files, and policies as needed in an accessible manner for WLC staff
- Providing input and working to implement office policies related to visitors, COVID-19, signatures, code of conduct, proper decision-making protocols, and other items
- Supporting the work of WLC auditors and bookkeepers to ensure financials and budgets are managed appropriately
- Taking meeting minutes and record decisions of WSÁNEĆ Leadership Council and other committees
- Tracking stocks of office supplies and place orders when necessary
- Answering phone calls and emails from external organizations and WSÁNEĆ community members

JOB REQUIREMENTS

- Minimum three (3) years of progressive experience in an administrative role.
- Outstanding communication and organizational skills
- High degree of skills using the Microsoft Office suite (*e.g.* Excel, Word, *etc.*) and other modern administrative programs
- Certification and or experience with Quickbooks Online (QBO) will be considered an asset
- Knowledge of aboriginal rights, Provincial/Federal negotiations with Indigenous peoples, and W̱SÁNEĆ culture/values will be considered an asset