



## **QENTOL, YEN / WSÁNEĆ Marine Guardians**

*(Marine Division of the WSÁNEĆ Leadership Council)*

### **WSÁNEĆ Leadership Council - QENTOL, YEN / WSÁNEĆ Marine Guardians Job Opportunity**

**Job Description:** Marine Office Clerk

**Date Posted:** Friday, August 5th, 2022

**Closing Date:** Friday, August 26<sup>th</sup>, 2022

#### **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 QENTOL, YEN / WSÁNEĆ Marine Guardians program is looking to hire a Marine Office Clerk. Under the guidance and supervision of the SRKW Senior Manager, the Marine Clerk will provide organizational, clerical and executive support to QENTOL, YEN / WSÁNEĆ Marine Guardians team. The successful candidate will have excellent administration skills, as well as a pro-active approach to initiating and following through with a variety of administrative projects.

#### **Duties & Responsibilities**

Main priority for this position will be producing information by transcribing, formatting, inputting, editing, retrieving and copying. The Marine Clerk will be reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications. Other responsibilities will include:

- Maintains appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Shop and pick up any items as necessary for QENTOL, YEN / WSÁNEĆ Marine Guardians (QWMG) program
- Correspond with QWMG staff on water through radio communications
- Prepares reports & scan documents
- Secures information by completing data base backups as needed
- Establishing and maintaining an effective filing system for letters, reports, minutes, and other documents
- Ensuring accurate record-keeping in data entry systems
- Answer and direct telephone and email inquiries as required



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- Record and Distribute incoming and outgoing mail
- Answer questions and direct visitors to appropriate office personnel
- Coordinate the ordering, delivery, distribution and tracking of office supplies
- Participate in a variety of personal and professional employment training opportunities as required
- Monitoring and ordering stationery and other office supplies
- Office setting full-time and peripherals
- Will be required to use Mac Computers for all work
- Will be required to wear uniform (Will be provided)
- Must be flexible; may be required to work outside of regular business hours if needed
- Must be physically capable of performing a wide variety of physical tasks including walking, sitting and typing for extended periods of time.
- Lifting or moving up to 40 lbs. may be required.
- Possible travel as needed
- Other duties as assigned

### **Required Education & Experience**

- High school diploma or GED and Office Administration Diploma and or 2 years proven Office Administration Experience
- Excellent word processing skills
- Experience in a variety of office settings.
- Ability to multi-task and prioritize in a fast-paced, multi-departmental work environment.
- Proficient in Microsoft office programs including Outlook, Word, Excel and power point.
- Ability to work independently and in a team environment.
- Ability to show initiative, problem solve and seek solutions.
- Excellent communication and organizational skills.
- Demonstrated ability to take accurate meeting minutes
- Strong problem solving, collaboration, consensus building, negotiation and conflict resolution skills
- Ability to follow established policies and procedures to ensure smooth operation of programs/projects
- Must have a current update Class 5 Driver's License

The successful candidate will work full-time from the QENTOL, YEN / WSANEC Marine Guardian Office in Brentwood Bay.



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**Salary:** Annual Salary \$52,000.00 *(based on a 12-month period of work)*, Paid Bi-Weekly, Paid Holidays (14 days)

- Hours 8:00am- 4:00pm *(Hours subject to change)*
- Days of work: Monday -Friday
- Monthly reporting will be required
- Possible extension for 2 more years depending on funding after 2024
- Possible Benefits will be offered at a later date

Interested job applicants must send either a word or PDF Cover Letter & Resume along with 2 references from previous employment no later than Friday, August 26<sup>th</sup>, 2022 by 12:00pm. Email David Dick, Southern Resident Killer Whale Senior Manager, [david.dick@wsanec.com](mailto:david.dick@wsanec.com), with subject line: Marine Clerk Job Applicant

Any applications submitted after deadline will not be accepted. Only applicants who are short listed will be contacted for an in-person interview between September 6<sup>th</sup>-7<sup>th</sup>, 2022.

Anticipated start date Monday September 12<sup>th</sup>, 2022