



Job Posting:

WSÁNEĆ Leadership Council Administrative Assistant

Job Overview:

The WSÁNEĆ Leadership Council (WLC) Administrative Assistant is a full-time position vital to supporting the Council's goals of Indigenous rights recognition and self-determination. This role involves assisting the WLC Recognition of Indigenous Rights and Self-determination table (RIRSD) with meeting coordination, record keeping, and data management. Given the involvement of multiple WSÁNEĆ communities and the necessity for communication across various government levels and organizations, this role is crucial for organizing meetings, schedules, and information flow. The position supports the Director, Negotiators, and leadership, ensuring that meetings are scheduled, information is collected, shared appropriately, and stored for easy access.

Essential Functions:

- Work with staff to schedule and confirm appointments and meetings.
- Maintain a constantly updated calendar, adding events, and rescheduling as needed.
- Assist in organizing community meetings/conferences.
- Arrange travel schedules and make reservations.
- Take meeting minutes and record decisions for the WLC and other related committees.
- Set up and maintain both manual and computerized information filing systems.
- File essential documents such as reports, meeting notes, emails, and letters both electronically and physically.
- Maintain organized, up-to-date records and files accessible to WLC staff.
- Uphold a high degree of discretion and confidentiality.

Reports to:

WLC Director of Operations

Required Experience and Qualifications:

- High school Diploma or equivalent combination of education, experience, knowledge, skills, and abilities.
- Experience in an assistant role with competencies in Outlook, meeting planning, data management, and multi-party project coordination.
- Experience working with First Nations and liaising with government agencies.



- Administrative competencies include the ability to coordinate participation in events.

Desired Experience and Qualifications (Not Required):

- Experience working with First Nations collectives (e.g., tribal councils, consortiums, regional First Nations organizations).

Required Attributes:

- Self-motivated with the ability to work effectively in a highly dynamic, multi-team environment with significant autonomy.
- Ability to manage technical aspects of meetings and work effectively in virtual, in-person, and hybrid environments.
- Knowledge of modern office practices, procedures, systems, software (e.g., Microsoft Office Suite), and equipment.
- Strong organizational and planning skills with meticulous attention to detail.
- Excellent interpersonal and communication abilities.
- Capability to handle sensitive information with discretion.
- Quick learning ability and adeptness at managing difficult situations.
- Proficient time management skills.

Terms:

This is a permanent, ongoing position with a 40-hour work week. Salary is commensurate with experience, ranging from \$45,000 to \$60,000. The successful candidate will negotiate contract terms, including flexible office and work from home schedules.

To Apply:

We invite applications consisting of a one-page cover letter and a resume with names of references. Applications should be submitted to marla.sampson@wsanec.com with the subject line: 'Administrative Assistant' no later than 4:00 pm PST, Friday, October 25, 2024.

WSÁNEĆ Leadership Council Society

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WSÁNEĆ Leadership Council thanks all applicants for their interest; however, only those selected for an interview will be contacted.