



Employment Opportunity
EXECUTIVE ASSISTANT- REPOST
Reference No. **LS-ADM-EA-1018**

PURPOSE: The purpose of the Executive Assistant is to support the Executive Director and Associate Director (the "Directors"), and provide general administrative support to all Lalum'utul' Smun'eem programs. This position is a permanent full time position and works primarily in the office with minimal local travel required.

RESPONSIBILITIES:

- Prepare and edit a variety of documents, such as correspondence, contracts, reports, and proposals for the Director's review and approval;
- Conduct high-level research to supplement program development, funding proposals, and various reports;
- Schedule and coordinate appointments for the Directors with community members, staff, government officials and others;
- Manage the flow of information, ensuring pressing issues are brought to the attention of the Directors;
- Manage, track, and distribute a variety of internal paperwork, such as finance and HR documents;
- Support the Directors in a variety of clerical duties such as copying, filing, and binding;
- Record and transcribe meeting minutes for a variety of high-level committees and working groups, including Council, Advisory, Legislation as well as Provincial and Federal government groups;
- Coordinate and communicate community and department event details;
- Coordinate meeting details for various committees, according to their Terms of Reference;
- Coordinate travel, accommodations, and reimbursement for all Lalum'utul' Smun'eem staff;
- Track and reconcile various payments, and financial documents; including monthly maintenance payments, Notices of Admission and Discharge, accounts payable, children in care payments, and monthly caregiver expenses;
- Cover for the Office Manager and other clerical staff as needed;
- Assist with updating and tracking emergency preparedness procedures, emergency and first aid kits; and attend Cowichan Tribes Operational Health and Safety meetings;
- Manage and track Agency's laptops and projector; provide assistance with set up and trouble shoot equipment;
- Develop spreadsheets and statistical reports on Microsoft Office (using pie charts and bar graphs);
- Liaise with IT department to troubleshoot TIFIS and Best Practices databases and develop & update department processes and forms;

REQUIRED EDUCATION, AND EXPERIENCE: (please attach all required documents)

- Business Administration Diploma is required; a degree is considered an asset
- 5 years' Executive Assistant experience;
- BC Class 5 Driver's License is required;

REQUIRED SKILLS & KNOWLEDGE:

- Knowledge of Cowichan Tribes and Lalum'utul' Smun'eem services and programs;
- Knowledge of Cowichan language, culture, protocols, and teachings is an asset;
- Knowledge of proper document preparation, including knowledge of Microsoft Office (especially Word, Excel, Publisher and PowerPoint);
- Knowledge of internal programs (TIFIS, CFS Best Practice, and ICM) is an asset;
- Exceptional written, oral, and interpersonal communication skills;
- Experience with file management;
- Ability to display a high degree of discretion and confidentiality.

Please refer to Reference No. LS-ADM-EA-1018 when submitting cover letter, resume, and three references to:

Human Resources Manager, Cowichan Tribes
5760 Allenby Road Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Deadline: 4:00 p.m. Monday October 15, 2018