



Employment Opportunity

Job Title: *Emergency Planning Secretariat (EPS) - Executive Assistant*
Location: *Abbotsford, BC*
Term: *Temporary full-time position to March 31, 2020.
Strong possibility of extension subject to funding.*
Start date: *ASAP*
Wage: *\$40,000 – \$50,000 depending on experience*
Reports to: *Emergency Planning Secretariat Project Coordinator*

BACKGROUND:

The Emergency Planning Secretariat is an emerging body in the Lower Mainland and Fraser Valley. Currently housed at the Lower Fraser Fisheries Alliance, it seeks to support Fraser Valley and Mainland Coast Salish communities in understanding priorities and addressing gaps in current emergency response on reserve. Currently, the Secretariat is focused on improving flood planning and mitigation on First Nation reserves and title lands.

The Executive Assistant (EA) is an essential piece of the secretariat acting as the backbone of the organization. The EA would perform many of the administrative and financial duties, such as organizing meetings, assisting with minute taking, processing invoices, accounts payable and managing records. The EA would also assist with the Secretariat liaison function between First Nations, Government, local jurisdictions and other relevant parties. This includes building and keeping record of contact lists, responding to emails, and developing/managing online media and communications.

BASIC FUNCTIONS:

The activities of the Executive Assistant will include:

- Organizing and coordinating meetings, including location arrangement, organizing documents, travel/accommodation and scheduling;
- Processing invoices and accounts payable;
- Compiling and coordinating e-mail distribution and contact lists;
- Coordinating and managing the website, social media accounts, and online content;
- Assisting with the development of communication materials such as flyers/brochures, posters, videos etc.;
- Acting as the point of contact for internal and external communications;
- Managing information and events in a timely and accurate manner;

- Coordinating office supply inventory;
- Organize and maintain office filing system; and
- Other duties and communications support to the Secretariat Coordinator and Interim Leadership Committee as directed.

SKILLS AND KNOWLEDGE:

- Training or relevant experience in communications and information management;
- Knowledge of B.C. First Nations perspectives and communication styles/preferences;
- Knowledge of political and social impacts that affect BC First Nations;
- Experience with event management and set-up
- Experience generating and maintaining distribution lists;
- Familiarity with online calendar and task management systems
- Excellent organizational and time management skills; and
- Ability to establish and maintain co-operative working relationships with colleagues, external agencies and their representatives.

REQUIREMENTS:

- A Post-Secondary degree or courses in Business Administration and/or Information Management, or equivalent experience;
- The ability to work in a team environment and independently;
- The willingness to spend time away from home to attend meetings and/or conduct field work;
- The willingness to set up and disassemble meeting venues (tables, chairs, PA systems, etc);
- An adaptable attitude to handle variable schedules and needs of different partners; and
- Intermediate/advanced computer and typing skills (MS Office Suite).

APPLICATION:

Application Deadline: This job will be posted until **July 5, 2019** but will remain open until the position has been filled.

Interested candidates should submit a complete resume, a cover letter and three references to:

Attn: Gillian Fuss- Emergency Planning Secretariat Coordinator
Lower Fraser Fisheries Alliance
2788 Sumas Mountain Road
Abbotsford BC V3G 2J2
Tel: 604-309-7824
E mail: gillian.fuss@lffa.ca

*Only those selected for an interview will be contacted.
Preference is given to persons of Aboriginal ancestry, as per **Section 41** of
the **Human Rights Code**.*