



## Employment Opportunity

**Job Title:** *Executive Assistant*  
**Location:** *Abbotsford, BC*  
**Term:** *Full-time term position, annual renewals*  
**Start Date:** *ASAP*  
**Wage:** *Starting at \$56,420*  
**Reports to:** *LFFA Executive Director*

### BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) is a collaboration of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon. The organization is guided by an Executive Committee who is directed by Delegates of the First Nations. The LFFA provides advocacy, communications, technical and coordination support to First Nation communities and their leaders on fishery matters.

Working with LFFA will provide the successful candidate with diverse experience working with our operations and biologist departments and external partners. The organization was established in 2010 and is growing its capacity to support First Nations to manage fish and fisheries in their territories. The LFFA is an aggregate organization that engages government, industry, stakeholders, and non-governmental organizations (NGOs) to establish best practices relevant to fisheries and resource management.

The organization is in the midst of exciting growth and development and very interested in securing long-term commitments for the successful candidate interested in a career working for fish and Nations.

### KEY FUNCTIONS:

The Executive Coordinator will have exceptional financial and administrative coordination experience, project management, reporting and writing skills. The Executive Coordinator will have an adept ability to develop sound working relationships with LFFA Delegates, Executive Committee, Working Groups, Lower Fraser First Nations and external agencies. The successful applicant should be proficient at working in a fast-paced and dynamic environment.

### EXECUTIVE COORDINATION ACTIVITIES INCLUDE:

- 1) Executive Support:
  - Provide comprehensive administrative assistance to the Executive Director.
  - Prepare and distribute documents, presentations, and reports.

- Project management support.
- 2) Coordination and Communication:
    - Collaborate with the First Nation and Government leadership, Stakeholders and LFFA staff to ensure seamless communication and information flow.
    - Liaise between the Executive Director and external partners, stakeholders, government agencies, industry representatives, and NGOs.
    - Maintain a network of contacts and relationships to facilitate effective communication and partnerships.
  - 3) Meeting and Event coordination:
    - Plan, coordinate, and organize meetings, conferences, workshops, and events.
    - Prepare meeting agendas, materials, and minutes.
  - 4) Administrative Support:
    - Manage travel arrangements, accommodation bookings, and transportation logistics.
    - Maintain accurate records, databases, and filing systems.
    - Process and track expense reports, invoices, and budget-related documents.
  - 5) Confidentiality and Professionalism:
    - Handle sensitive and confidential information with discretion and professionalism.
    - Uphold the values and reputation of the LFFA while interacting with internal and external stakeholders.

#### **SKILLS AND KNOWLEDGE REQUIRED:**

- Bachelor's degree in business administration or a relevant field or equivalent work experience.
- Demonstrated executive experience (3+ years) preferably in a non-profit, Indigenous, or non governmental organization.
- Excellent written and verbal communication skills, with the ability to draft professional correspondence and documentation.
- Strong organizational and multitasking abilities, with a keen attention to detail.
- Proficiency in using office software and tools, including Microsoft Office Suite and virtual communication platforms.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Cultural sensitivity and an understanding of Indigenous issues and First Nations communities.

#### **OTHER REQUIREMENTS:**

- Valid BC Driver's License and reliable transportation.
- Ability to pass a Criminal Record Check.
- The ability to work in a team environment and independently.
- We offer a 35-hour work week with the ability to work flexible hours away from home to attend meetings or conduct fieldwork when required.

**Application Deadline: October 6 pm , 2023, or will remain posted until the position is filled. Interested candidates should submit their resume, 3 references, and a cover letter to:**

**Attn: Rosalie Hope, LFFA Finance and Administration Manager**  
**Lower Fraser Fisheries Alliance**  
3092 Sumas Mtn. Rd.

Abbotsford BC V3G 2J2

E mail: [Rosalie.Hope@LFFA.ca](mailto:Rosalie.Hope@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.***