



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Executive Assistant to the Director of Community Services – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting directly to the Director of Community Services, the position is primarily responsible for providing a variety of administrative, strategic, and financial support services. The incumbent will be expected to efficiently coordinate the Director's schedule, provide administrative support and maintain related business transactions and personal and confidential correspondence. This position requires a high level of discretion and confidentiality, sound judgement, diplomacy, superior organizational skills and an in depth understanding of WFN Community.

Want to know more? You will...

- Assists the Director of Community Services in preparing agendas, conducting research, organizing and reporting information and preparing reports as directed
- Assists the Director of Community Services with ensuring financial controls are exercised for all programs and departments of Community Services
- Provides administrative and clerical duties including, but not limited to, the compiling, drafting and preparation of confidential and non-confidential materials such as forms, letters, correspondence, reports, spreadsheets, posters, power point presentations, templates and speaking notes as required
- Schedules meetings, travel and appointments for the Director of Community Services. Prepares itineraries and makes reservations as necessary
- Serves as liaison between the Director of Community Services and other departments (and WFN membership), assisting in the development and completion of projects, attending to routine
- Ensures record management maintenance, either hard or electronic, and integrity in collaboration with the Records Management department
- Assists in creation and updating of policies relating to Community Services, in collaboration with the Policy Development Program

Community. Leadership. Pride.

Must Haves:

- Graduation from a recognized Administrative Professional Program
- A minimum of 5 years of progressively more responsible experience as an administrative assistant or in public relations is required
- Criminal Record Check with results acceptable to WFN
- Valid Class 5 Driver's License and Acceptable Driver's Abstract

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

Minimum starting salary for this position is \$57,124

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, January 28, 2024