



We Wai Kai Nation
690 Head Start Crescent
Campbell River, BC
V9H 1P9

Job Posting: Council Executive Assistant

Position: Council Executive Assistant
Reports To: Executive Director
Department: Administration
Location: We Wai Kai Administration Office
Job Type: Full-time

Who We Are:

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

About the Role:

We Wai Kai Nation is seeking a highly organized and professional **Council Executive Assistant** to provide administrative support to the Chief and Council while reporting to the Executive Director. This is an exciting opportunity for a detail-oriented individual who thrives in a fast-paced environment and is passionate about supporting leadership and governance processes.

Key Responsibilities:

- Provide comprehensive administrative support to the Chief and Council, including scheduling meetings, preparing agendas, and accurately taking minutes.
- Draft, review, and distribute correspondence, reports, and presentations on behalf of the Council.
- Maintain an organized filing system for Council documents, ensuring confidentiality and compliance with organizational policies.
- Organize and coordinate Council meetings, community meetings, and special events.
- Act as the primary point of contact between Chief and Council, internal departments, external agencies, and community members.
- Assist in researching and drafting policies, reports, and presentations as required by the Council.

- Preparation of required meeting documents such as Band Council Resolutions, agendas, briefing notes and any other required documentation required for council and committee meetings.
- Ensuring communication from council to other department heads and managers is completed in a timely and effective manner.
- Track and follow up on Council initiatives, projects, action items and strategic goals.
- Handle sensitive and confidential information with the highest level of discretion and professionalism.
- Assist in preparing and monitoring budgets related to Council activities and events.
- Supervise and provide guidance to the Administrative Assistant, ensuring efficient workflow and adherence to organizational procedures.
- Oversee the Administrative Assistant ensuring community communications are up to date and professional.

Compensation:

- This position would be a salaried position within the following range - \$70,000 to \$90,000.
- This position is not eligible for overtime pay as it is built within the salary considerations.
- The position, after probationary period is successfully completed, includes a comprehensive benefit and pension plan.

Who We're Looking For:

Qualifications & Experience:

- Post-secondary diploma or degree in Business Administration, Public Administration, or a related field would be an asset.
- Minimum of 3-5 years of experience in an executive administrative role, preferably in government, Indigenous governance, or non-profit organizations.
- Experience working with elected officials, boards, committees or senior leadership is an asset.
- Experience supervising administrative staff is an asset.

Skills & Competencies:

- Strong organizational and time-management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills.
- High level of professionalism, discretion, and confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other administrative software.
- Proficient at setting up video conferencing when required.
- Ability to work independently, take initiative, and exercise sound judgment.
- Strong interpersonal skills with the ability to work collaboratively with diverse stakeholders.
- Knowledge of governance processes, council operations, and community engagement best practices.
- Leadership and supervisory skills to effectively manage administrative support staff.

Why Join Us?

- Meaningful work supporting future growth within this progressive Nation.

- A dynamic and collaborative work environment.
- Opportunities for professional growth and development.
- Competitive salary and benefits package.

How to Apply:

If you are interested in this opportunity, please submit your resume and cover letter to careers@wewaikai.com. The job posting will remain active until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.