



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

Job Posting: Economic Development Administrative Assistant

Position: Administrative Assistant
Reports To: Economic Development Director & CFO
Department: Economic Development
Location: We Wai Kai Nation, Campbell River, British Columbia
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.

Position Overview

The Administrative Assistant will provide high-level administrative support to the Economic Development Director and CFO. This role involves managing schedules, organizing meetings, preparing reports, and assisting with various projects related to economic development and financial matters. The ideal candidate will have exceptional organizational skills, an understanding of We Wai Kai Nation priorities, and experience supporting senior management in a fast-paced, dynamic environment.

This job description provides a general overview of the duties and responsibilities of the Economic Development Administrative Assistant. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The Nation's policies and procedures further describe performance and behavioural expectations of all employees.

Responsibilities and Duties for the Ec. Dev. Administrative Assistant

Administrative Support:

- Provide calendar and schedule management for both the Economic Development Director and CFO.
- Coordinate meetings, appointments, and travel arrangements as needed.

- Prepare and organize materials for meetings, including agendas, reports, and presentations.
- Maintain an efficient filing system and ensure the secure handling of sensitive documents.
- Maintaining the corporate and legal records for the entities.

Communication:

- Act as a liaison between internal staff, external stakeholders, and partners in relation to economic development and financial matters.
- Prepare and edit correspondence, memos, and reports.
- Answer phone calls, emails, and other communications, ensuring timely responses.
- Assist in drafting and reviewing official documents, proposals, and presentations related to economic development initiatives and financial management.

Project Coordination and Support:

- Assist with coordinating economic development projects, including outreach, research, and follow-up tasks.
- Monitor deadlines, track project progress, and ensure deliverables are met.
- Support the CFO with budget tracking, financial reporting, and general accounting duties as required.

Meeting Planning and Coordination:

- Organize and manage events, workshops, or community engagement activities related to economic development.
- Coordinate logistics for meetings, conferences, and community events.

Research and Reporting:

- Assist in researching economic development opportunities, financial trends, and policies that align with the community's growth and priorities.
- Prepare reports and presentations for senior leadership, committees, or community meetings within prescribed timelines.

Confidentiality and Compliance:

- Handle confidential information with discretion and ensure compliance with all relevant policies and regulations.
- Maintain confidentiality of all financial and economic development-related matters.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Confidentiality and Privacy

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written

permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

Key Contacts

- Entity committees and managers
- Director of Economic Development
- Economic Development CFO
- Business Operations Manager
- All levels of government and their agents
- Actual and potential business partners
- Funding agencies

Preferred and Required Qualifications & Experience

[Some required qualifications may be achieved on-the-job]

- Diploma or degree in business administration or a related discipline
- Working knowledge of federal, provincial, and local contexts within which economic development is conducted
- Working knowledge of financial statements and reports
- Experience with within a First Nation community or Indigenous organization is preferred
- Strong interpersonal skills with the ability to build relationships and collaborate with staff, community members, leadership, and external partners
- Excellent written and verbal communication skills
- Advanced working knowledge of MSOffice Suite
- Strong organizational skills with the ability to manage multiple priorities and deadlines
- Superior communications, human relations, motivational, and organizational skills
- Flexible work practices – to lead, to work independently, and to cooperate as a team member, in a personally and professionally demanding and dynamic position
- Ability to work in a fast-paced and changing environment
- Clean criminal record [relevant to the position]
- Must obtain and maintain a valid class 5 BC Driver's License.
- Must have a vehicle in good operating condition and appropriate vehicle insurance to and from work.
- Knowledge, training, and time management skills required to organize, develop, and deliver social, cultural, and other programs and events
- Positive and respectful outlook towards their job and other employees
- Adherence to the workplace rules and policies of the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance.

Personal Attributes

This role requires sound professional skills and judgement. Knowledge of principles and practices of economic/business development, strategic planning, program administration and resourcing, organizational and management practices, marketing, and financial literacy are required. The incumbent must have advanced abilities to initiate and lead, communicate, make decisions, and manage relationships.

Physical Requirements and Working Conditions

This position is nominally scheduled to work Monday to Friday dayshift but will often require flexibility and additional time to deliver its leadership mandate, including overnight stays. Works independently and collaboratively inclusive of regular supervision.

Compensation

- Wage range \$33.00 - \$41.20
- Benefit and pension plan

How to Apply:

If you are interested in this opportunity, please submit your resume and cover letter to careers@wewaikai.com. The posting will remain open until the position is filled. Preference may be given to Indigenous applicants in accordance with the organization's hiring policies.

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