



Mamalilikulla First Nation

168-1436 Island Highway, Campbell River BC V9W 8C9
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admin@mamalilikulla.ca

EMPLOYMENT OPPORTUNITY

Executive Secretary

Supervisor: Chief / Band Administrator

Hours of work: 35 hours per week

Salaried position: To be determined based on applicants experience

Role: The Mamalilikulla First Nation (MFN) is seeking an experienced and creative professional with dynamic skills to join our team. Working with the Chief and council members, the Executive Secretary will provide general office and clerical support. These tasks include answering incoming calls, e-mails, organizing office communication and general office support on a day-today basis.

We are looking for an individual who is efficient and comfortable being a member of a team. Candidates should be able to assist management and all visitors to the Mamalilikulla First Nation band office by providing polite and professional assistance while assuring a steady completion of workload is done in a timely manner.

The Executive Secretary must be comfortable with computers, handling office tasks, and excel at both verbal and written communication. Most importantly, the Executive Secretary should have a genuine desire to meet the needs of others.

Responsibilities:

1. Will coordinate the MFN administrative activities in an effective, up-to-date, and accurate manner by:
 - Actively participating in the strategic planning sessions.
 - Working cooperatively with all team members to support the achievement of work plan activities designed to achieve identified goals and objectives.
 - Operating office equipment such as computers, fax machines, photocopiers, voice mail messaging systems and computer scanning equipment to complete administrative tasks.

- Performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings for Band Administrator and/or Chief and council.
 - Keeping the Chief's calendar up to date, including adding events, rescheduling appointments, and providing daily briefings.
 - Arranging staff and council travel including booking hotel accommodations, as well as booking land and air transportation.
 - Coordinating and organizes meetings and conferences including meeting venue bookings, catering requirements, setting up the room with audio-visual equipment and flip charts and tending to other requirements of MFN meetings.
 - Coordinating any required repairs to office equipment.
 - Organizing and completes significant special projects independently or in cooperation with other groups as directed by the Band Administrator or designate.
 - Understanding and adheres to all MFN policies and procedures.
 - Acting as a gatekeeper, helps to determine which phone calls, emails, or in-person meetings appropriately get through to the Chief.
 - Attending meetings and taking minutes of discussions.
 - Other duties as directed by the Band Administrator and/or Chief & Council.
2. Will serve as the coordinator of MFN information, reporting, communication, and activities. This includes:
- Developing or maintains an accurate and an up-to-date records management system (including classifying and coding electronic and hardcopy files).
 - Providing website updates to the Communications officer to ensure up to date information is posted on the website.
 - Creating databases and/or processes to accomplish tasks.
 - Conducting research and creates reports on assorted topics based on the needs of the Chief.
 - Functioning as liaison between the Chief, MFN staff and the public.
 - Attending meetings or events on behalf of the Chief and reports back with notes or a presentation.

Minimum Qualifications:

1. High School Diploma or GED.
2. 1-3 years previous experience in an office environment preferred.
3. Excellent time management and multitasking skills.
4. Ability to focus on prioritized projects and complete them fully before moving on to another task.
5. Computer literacy; Proficiency in current Microsoft Word, Excel, Outlook and Dropbox.
6. Ability to enter data efficiently, timely and correctly to meet deadlines.
7. Good planning and organizational skills.
8. Well-developed verbal, listening and written communication skills.

9. Work independently or as a team player.
10. Attention to detail and a high level of accuracy and confidentiality.
11. Maintain a professional appearance and manner.
12. Able to contend with a wide variety of people on various issues.
13. Ability to work in a busy office with constant interruptions.

Knowledge and Skills:

- ✓ Possesses knowledge, respect, and sensitivity to Mamalilikulla First Nation culture.
- ✓ Experience in working with First Nation communities.
- ✓ Ability to manage sensitive information with the utmost discretion and confidentiality.
- ✓ Possess strong organization, evaluation, and problem-solving skills.
- ✓ Must be able to communicate effectively in writing and verbally.
- ✓ Ability to identify and anticipate the Chiefs needs.
- ✓ Working knowledge of Microsoft Office Suite.
- ✓ Ability to work flexible hours; may be required occasionally to work or be scheduled outside of the conventional office hours of Monday through Friday 9:00am – 4:30pm.
- ✓ Valid driver's license and possession of own vehicle preferred.

If you believe that this position would be a good fit for you, please reply to this posting and submit your resume with cover letter to the attention of the Band Administrator at admin@mamalilikulla.ca, fax 250-287-4655 or mail to 168-1436 Island Highway, Campbell River, BC V9W 8C9.

Closing date: February 16, 2026 4:00 pm

Members of Mamalilikulla First Nation who are fully qualified will be given first preference.