



## About the Tsakwā'lutan Healing Centre

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

The Tsakwā'lutan Healing Centre, located on Quadra Island, represents a vision for addiction recovery with the goal of restoring lives, families, and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We achieve this by integrating the best of Western medicine with our traditional healing practices and values.

## About the Opportunity

We have an exciting opportunity for a full-time **Executive Assistant** based on **Quadra Island, BC**.

We are seeking a highly organized and proactive Executive Assistant (EA) to join our team. Reporting to the Executive Director, the EA will play a critical role in supporting the leadership team and ensuring the smooth operation of the healing centre. This is a high-level position requiring exceptional organizational skills, excellent communication abilities, and the capacity to manage multiple priorities with discretion and professionalism.

More specifically, your responsibilities include, but are not limited to:

### Executive Support

- Provide comprehensive administrative support to the Executive Director and Clinical Director, managing calendars, scheduling meetings, and handling correspondence.
- Prepare and edit documents, reports, and presentations for leadership meetings.
- Coordinate travel arrangements and accommodations for the leadership team as needed.
- Assist in the planning and execution of board meetings, including preparing materials and recording minutes.
- Act as a liaison between the leadership team and internal / external stakeholders, ensuring clear and timely communication.

### Operational Management

- Oversee the day-to-day administrative functions of the healing centre, ensuring a well-organized and efficient working environment.
- Manage and prioritize incoming communications, directing them appropriately and following up as necessary.
- Handle confidential information with the utmost discretion, maintaining the privacy and security of sensitive data.
- Support the leadership team in implementing strategic initiatives and tracking progress against key goals.

### Project Coordination

- Assist in coordinating special projects and initiatives, ensuring deadlines are met and deliverables are achieved.
- Collaborate with various departments to gather information, prepare reports, and provide updates to the leadership team.
- Monitor and report on project milestones, identifying potential issues and proposing solutions.

### Relationship Management

- Build and maintain positive relationships with internal and external stakeholders, representing the leadership team in a professional and courteous manner.
- Facilitate effective communication and collaboration between the Executive Director, Clinical Director, and other team members.
- Support team-building activities and initiatives that promote a positive and cohesive work environment.

## About You

To qualify, you will ideally hold a **bachelor's degree in business administration, management, or a related field, and/or have significant experience** in a similar high-level executive support role. Experience within a healthcare or addiction treatment setting is a strong asset.

Additionally, the following skills and background will be highly valued:

- Exceptional organizational and time-management skills, with the ability to handle multiple priorities simultaneously.
- Strong written and verbal communication skills, with a keen eye for detail.
- Proven ability to work independently, exercise good judgment, and maintain confidentiality.
- Advanced proficiency in Microsoft Office Suite and other relevant software.
- Experience with grant writing, fundraising, or securing funding opportunities will be a significant asset.
- Experience working in a fast-paced, dynamic environment.
- A commitment to the mission and values of Tsakwa'lutan Healing Centre.

As our ideal candidate, you are a self-starter who thrives in a collaborative environment. You are adaptable, resourceful, and possess a strong sense of initiative. Your ability to anticipate the needs of the leadership team and respond effectively makes you an invaluable asset. Your dedication to supporting the healing centre's mission ensures that all operations run smoothly, allowing the leadership team to focus on their core responsibilities.

### **About the Benefits**

Compensation, based on skills and experience, is a competitive annual salary of **\$55k – \$75k**, and a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Pension with up to 9% employer match
- Pick-up and drop-off available from Campbell River ferry
- Beautiful facility along the ocean

### **How to Apply**

Interested candidates are invited to submit their application package to [info@healingcentre.ca](mailto:info@healingcentre.ca).

Application packages should consist of a letter of interest outlining how your previous experience and education align with this position and a most recent CV together in one PDF document. If you would like to learn more, inquiries before application submission are also welcome.

We encourage applicants to submit applications as soon as possible as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Please note – the successful candidate must provide three references and a clear criminal record check, including a vulnerable sectors check. Preference will be given to persons of Indigenous ancestry.