

OKIB IS HIRING

ADMINISTRATIVE ASSISTANT



JOB DESCRIPTION

The Okanagan Indian Band has an exciting employment opportunity for an **Administrative Assistant!**

The Administrative Assistant will be responsible for providing senior level assistance to the Council Advisor serving as the primary point of contact and acting as a liaison for staff in the following departments: Communications, Lands, Territorial Stewardship and Economic Development departments.

The Administrative Assistant is responsible for providing support to the Council Advisor and must enjoy working in a fast-paced environment that is results focused and community oriented. To be successful in this position, working well under pressure handling a wide variety of activities and confidential matters with discretion, will be required. This position will support intergovernmental matters, develop positive relationships with internal and external stakeholders that promote and support our Strategic Plan. This position will require a highly organized individual with the ability to manage many tasks and track multiple files.

WHAT WE OFFER

The OKIB offers a welcoming team environment and a rewarding job experience as you join us in providing services to the Okanagan Indian Band. We offer benefits and provide training to enhance your skillset and provide the best service possible to the community.

WHO WE ARE LOOKING FOR

You have education, experience, or carry a willingness to learn. You are community-minded, detail-oriented, and an excellent communicator.

- Diploma in Business Administration, Communications, Business Administration preferred
- An equivalent combination of education and experience may be considered
- 2+ years working in governance
- Progressive experience in an office environment managing confidential information
- Advanced knowledge of the Microsoft Office
- Experience working with confidential information
- Meeting and Event planning
- Experience working with First Nations communities

BENEFITS PACKAGE

OKIB has a comprehensive benefits package consisting of:

- 3 Weeks' Vacation Pay
- Extended Health and Dental Benefits
- Employer Matched Pension Plan
- 15 Statutory Holidays
- Paid Winter Holiday Break
- Discounted Silver Star Lift Passes
- Cultural Leave
- Retention Bonuses after years service
- 15 Paid Sick Days
- Paid Personal Leave
- Employee Assistance Program
- Professional Development Opportunities

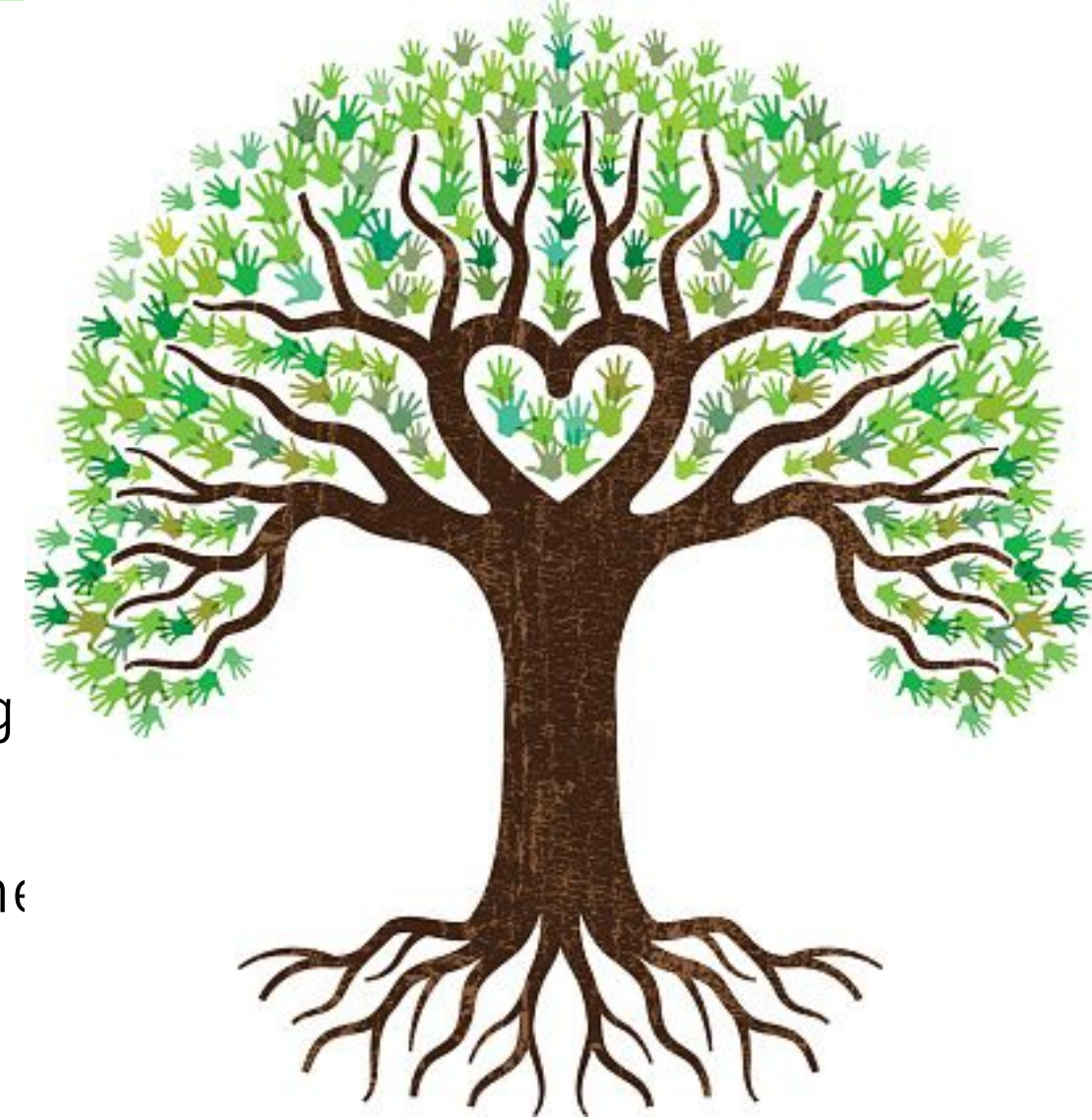
34 hours per week | Start Date: October 17, 2023
Wage: \$19.00 - \$25.00 per hour
Deadline for application: September 28, 2023

Preference may be given to those having knowledge and experience of Okanagan culture and traditions.

ADMINISTRATIVE ASSISTANT

SUPPORTS NEEDED

- Provide comprehensive support services to the Council Advisor that ensures outstanding communication and responsiveness
- Provide sophisticated calendar management; prioritizing, troubleshooting using judgements to ensure all appointments are scheduled efficiently
- Research relevant information for Briefing Notes and Agenda Items for the Council Advisor
- Supports the Council Advisor with internal and external communications
- Support and manage a high-volume of requests and projects to meet the strategic objectives of the Council Advisor
- Provide administrative support on projects or initiatives
- Respond to inquiries from staff and external personnel
- Liaise with Communications, Lands, Territorial Stewardship and Economic Development departments
- Create and distribute confidential correspondence
- Manage travel arrangements for the Council Advisor
- Prepare and edit correspondence, presentations, reports, and other documentation
- Maintain quality communications systems including contact management, document management, and archiving
- Support the Council Advisor in strategic communications, organizational strategy, and all other special projects as assigned
- Receive and direct telephone and email messages
- Maintain electronic filing system including filing all correspondence
- Assist in the planning, communication and preparation of meetings
- Responding to public inquiries
- All persons employed by the Okanagan Indian Band may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties
- Participates in community events as requested
- Perform other duties as required



The successful applicant will be required to provide three references and a Criminal Record Check that includes the vulnerable sector.

Please send a resume, cover letter and references in any one of three ways:

Email: recruiting@okanagan.org

Mail or drop-off at 12420 Westside Road, Vernon V1H 2A4

If you have accessibility needs, please contact Hollie Lachuk @ 250-542-4328 ext. 1011