

EXECUTIVE ASSISTANT

The BC Assembly of First Nations (the "BCAFN") is seeking candidates to fill the position of Executive Assistant.

Responsibilities

The Executive Assistant is responsible for performing administrative duties for the Regional Chief and Director of Operations. Specific duties include scheduling meetings, speaking engagements and media interviews for the Regional Chief, making travel arrangements for the Regional Chief and BCAFN staff, preparing correspondence, reports and Powerpoint presentations, word processing, editing, filing, faxing, assisting the Director of Operations with the planning and coordination of BCAFN assemblies and other meetings and providing support to the Board of Directors as required. Some bookkeeping may also be required.

The Executive Assistant reports to the Director of Operations.

Education and Experience

Candidates for the position of Executive Assistant must have a minimum of five years experience working as an executive assistant for senior management. Candidates must be familiar and proficient with Microsoft Word, Excel, Powerpoint and Simply Accounting, have excellent time management, interpersonal and writing skills and some bookkeeping knowledge and experience.

Preference will be given to persons of Aboriginal ancestry.

Salary

Salary is negotiable and commensurate with education and experience.

Deadline

The deadline for submitting applications is Friday, March 5, 2010 at 4:30 p.m. (PST). Please submit your resume and cover letter to:

BC Assembly of First Nations
507 – 100 Park Royal South
West Vancouver, BC V7T 1A2

Attention: Debra Hanuse, A/Executive Director

Or email your application to debra.hanuse@bcfn.ca

Or by facsimile to (604) 922-7433.

Only those candidates selected for an interview will be contacted.