



# EMPLOYMENT OPPORTUNITY

**Scw'exmx Child and Family Services Society (SCFSS)** is family-centered and guided by nle?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

**As an Indigenous organization serving the nle?kepmx and syilx communities, SCFSS prioritizes the hiring of nle?kepmx and syilx community members.** Following community member priority and pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry.

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## EXECUTIVE ASSISTANT

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**Status:** Full-time | Permanent  
**Hours:** 35 hours per week | 8:30 - 4:30 | Monday – Friday  
**Wage:** Starting wage commensurate with experience | Range: \$33.77 - \$40.68  
**Benefits:** Comprehensive Benefits Package | Public Service Pension Plan  
**Location:** Merritt, BC

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### POSITION SUMMARY

The Executive Assistant is responsible for providing senior administrative support to the Executive Team, including the Executive Director and the Board of Directors. The Executive Assistant assesses tasks and priorities, delegates responsibilities effectively, and meets deadlines with multiple and simultaneous deadlines. The Executive Assistant is a professional and confident communicator, overseeing and upholding the communications standards at SCFSS. The Executive Assistant exercises critical thinking to develop and present accurate and well-informed recommendations with confidence and clarity. The Executive Assistant is responsible for the planning and coordination of high-level events at SCFSS, including communications, facilitation, and reporting. The Executive Assistant has significant attention to detail, discretion, initiative, and accuracy to support the Executive Team and represent SCFSS, including engagement with internal and external stakeholders. The Executive Assistant works to build effective professional relationships within SCFSS, our communities, associated agencies, governments, and the general public.

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### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Primary liaison for the Executive Team; high-level communications, coordination of calendars, meetings, conferences, and other appointments as requested
- Operate with discretion when handling confidential and sensitive information
- Timely development, preparation, and dissemination of agendas, materials, invites, and minutes
- Information and communication assessment, processing, and translation to support Executive responsibilities
- Monitor, assess, and identify gaps in services by receiving community concerns
- Prepare monthly, quarterly, and annual reports
- Compile information from a variety of sources, undertake research to locate information, summarize



# EXECUTIVE ASSISTANT

material, recommend follow-up actions

- Anticipate role-related administrative issues and assess risks, identifying proactive solutions
  - Ensure high communication standards in personal, Executive, and SCFSS communications
  - Effective coordination and communication with SCFSS staff, our six (6) Indigenous communities, and other community partners on behalf of SCFSS
  - Delegate tasks and responsibilities to SCFSS staff as appropriate and on behalf of the Executive Director
  - Ensure Elders are actively engaged and involved in the consultation for appropriate initiatives
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## SUPERVISION EXERCISED

- Supervision of the Executive Administrative Assistant
  - Delegates tasks to staff as appropriate and on behalf of the Executive Director
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## SUPERVISION RECEIVED

- Regular consultation and review with the Executive Director
  - Annual Performance Evaluation and work plan review with the Executive Director
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## JOB REQUIREMENTS

- Acute attention to detail with highly developed organizational and presentation skills
  - Experience with project management, administrative program development, and event planning
  - Collaborate with the Executive Team to foster a success-orientated, positive, high-integrity organizational culture
  - Advanced skills in Microsoft Office and other IT platforms for word processing, databases, reports, and spreadsheets
  - Clear Criminal Record check before starting employment
  - Clear Ministry of Child and Family Development Prior Contact Check before starting employment
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## EDUCATION & EXPERIENCE

- Bachelor's Degree in Indigenous Governance, Business Administration, Office Administration, Communications, or a related field. Related experience will be considered in combination with education.
  - Minimum of five years of experience in an administrative setting
  - Working knowledge of nē?kepmx and syilx culture and communities or a demonstrated willingness to learn
  - Formal training in administrative practices, office procedures, professional writing, and communications
  - Experience in an Indigenous organization is an asset
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# EXECUTIVE ASSISTANT

## MINIMUM REQUIRED COMPETENCIES

- Indigenous Knowledge: working knowledge or willingness to learn nłeʔkepmx and syilx culture and language; sensitivity to the historical and systemic impacts on Indigenous families and communities from intergenerational trauma due to colonialism, residential school history, the sixties scoop, and association with the child welfare system
  - Critical Thinking: analytical, methodical, fact-based decision-making, creative problem solving, and considers different perspectives
  - Business and Strategic Acumen: understands business and strategic concepts and how they apply to SCFSS
  - Communication: facilitation and presentation skills, professional business writing, clear and confident communication with a variety of audiences
  - Motivation: self-motivated, can motivate others effectively, high productivity
  - Time Management: organized, prioritizes tasks, manages deadlines, delegates responsibilities, and coordinates simultaneous tasks to accomplish goals
  - Conflict Resolution: anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints; fosters a positive and cohesive work environment
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## APPLY NOW

- Apply now on our website [\[click here to apply\]](#)
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted