



# EMPLOYMENT OPPORTUNITY

Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nłe?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 nłe?kepmx and syilx communities, SCFSS prioritizes the hiring of nłe?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 salary commensurate with experience  
**Benefits:** Comprehensive Benefits Package | Public Service Pension Plan  
**Location:** Merritt, BC

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### POSITION SUMMARY

The Executive Assistant is responsible for providing high-level and confidential administrative support to the Executive Team, including the Executive Director and the Board of Directors. The Executive Assistant manages the schedule and calendar of the Executive Director, and schedules and coordinates meetings and events for the Executive Team and SCFSS. The Executive Assistant is a skilled communicator, and provides accurate and detailed information to the Executive team, streamlining communication efforts for the organization through meeting minutes, briefing notes, and other documentation. The Executive Assistant works with a high level of critical thinking, utilizing creative problem solving and professionalism to support the Executive Team and represent SCFSS. The Executive Assistant is proactive in anticipating responses, and drafts communications for review and approval by the Executive Director. The Executive Assistant works to build effective professional relationships within SCFSS, associated agencies, government, our communities, and the general public.

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### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Coordinate and maintain Executive schedules, including meetings, travel, and conference arrangements
- Develop and distribute agendas in a timely manner before meetings and events
- Write, review, and distribute meeting minutes in a timely manner
- Prepare monthly, quarterly, and annual reports
- Collect and analyze information and prepare documents and presentations as required
- Anticipate and prepare Executive responses to routine memos, letters, or correspondence
- Ensure prompt filing and ongoing maintenance of the filing system for the Executive Director and Board



of Directors

- Ensure 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 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
  - Excellent communication skills, with the ability to work with a variety of personalities and communication styles
  - Strong writing skills, with the ability to read, understand, summarize, and deliver various forms of information in briefing notes, meeting minutes, emails, and presentations
  - Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
  - Ability to work independently and collaboratively under minimal supervision
  - Intermediate to advanced skills in Microsoft Office and other IT platforms for word processing, databases, reports, and spreadsheets
  - Clear Criminal Record check before the first day of work
  - Clear Ministry of Child and Family Development Prior Contact Check before the first day of work
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## EDUCATION & EXPERIENCE

- Bachelor's Degree in Business Administration, Office Administration, Social Work, Communications or a related field. A combination of education and experience will be considered.
  - Minimum of three years of experience in an administrative setting
  - Formal training in administrative practices, office procedures, professional writing, and communications
  - Experience in Indigenous Child and Family Services is an asset but not required
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## MINIMUM REQUIRED COMPETENCIES

- Critical thinking for problem-solving and decision-making
  - Highly confidential and handles information and communications with discretion
  - Good business and strategic acumen
  - Self-starter with excellent interpersonal communication skills
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# EXECUTIVE ASSISTANT

- Good time management with the ability to shift and prioritize tasks to meet deadlines
  - Excellent multitasking abilities
  - Ability to work independently and collaboratively under minimal supervision
  - 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
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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
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry with priority hiring of nē?kepmx and syilx community members