

OPPORTUNITY IN FNESS Competition # 2021-01

FNESS is currently inviting applicants for the position: Executive Assistant

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and a registered charity, under the governance of a First Nation board of directors. FNESS assists BC First Nations in developing and sustaining safer, healthier and thriving communities. Our programs and services include firefighter training, fire prevention education and awareness, emergency management, and forest fuel management. The goals of a self-sustaining and resilient community must keep *safety* as a priority as we support the development of community and professional capacity.

POSITION SUMMARY

The Executive Assistant to the Executive Director is responsible to lead and execute on the administrative objectives that will support strategic and operational priorities identified by the executive director. This position plays a key role in the management of all administrative functions for FNESS, including planning and policy development, board governance, human resources, and operational and facilities management.

This position is situated in a demanding environment which requires the highest level of tact, sensitivity and professionalism with communities, clients and organizations.

Reports directly to the executive director and liaises with the board of directors and department managers.

RESPONSIBILITIES

- Preparation of regular reports and briefing documents to be submitted by the executive director.
- Provide administrative and secretarial support to the executive director.
- Coordinates and attends meetings related to FNESS operations, programs and projects, with the executive director, as assigned.
- Performs research and analysis on specific issues, as required, and provides high level document management, including drafting, editing, formatting and proofreading of documents, document storage and archives.
- Coordination and preparation of board of director and committee meetings. Duties include preparation and distribution of information for board meetings, recording and taking minutes, arranging of board travel, and following up on board action items.
- Coordination and preparation of the FNESS annual general meeting. Promoting FNESS membership and engaging current members.

- Supports all human resource functions with the accounting department. This includes managing the FNESS employee lifecycle, performance management, records management, and coordinating staff meetings and staff training.
- Manages office spaces, equipment and inventory. Assists management with future needs assessments and provides recommendations.
- Other related, similar professional services from time to time, upon request.

QUALIFICATIONS

- Post-secondary diploma or certificate in a related discipline (i.e. Business Administration, Office Administration, Human Resource Management).
- 2-5 years' experience or equivalent in an administrative and or executive support level capacity with increasing responsibilities.
- Proficient in Microsoft Outlook, Word, Excel, Publisher and PowerPoint.
- Excellent organization, time management and prioritization skills. Must have the ability to handle a varied workload.
- Ability to work remotely, at home.
- Ability to travel, post COVID-19.
- Willing to work weekends, as required.
- Develop and maintain a high level of cultural awareness of First Nation Communities.
- Develop and maintain a high level of trust, integrity and professionalism with communities, clients and organizations.
- Excellent business acumen and ability to exercise tact and sound judgment.
- Able to observe and maintain strict confidentiality.

TERMS: Full Time

LOCATION: FNESS office located in North Vancouver or Kamloops, BC

HOURS OF WORK: Monday to Friday 8:00 am – 4:00 pm

APPLICATION DEADLINE: Friday, July 16, 2021 at 4:30 pm. Only successful candidates will be contacted.

Please forward a current resume and cover letter to: HR@fness.bc.ca

Attn: Executive Director
First Nations' Emergency Services Society of BC
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North Vancouver, BC, V7J 3R5
Email: HR@fness.bc.ca
Fax: 604.669.9832