

Job Description

Title: Anticipatory: *Treaty Executive Assistant*

Reports To: *Treaty Team Manager*

Job Summary

The Executive Assistant contributes to the overall success of the organization by effectively carrying out administrative and executive support functions for the Treaty Team Coordinator, Leadership and in conjunction with Band Treaty units. This position focuses on providing effective, professional, and timely assistance and solutions to administrative needs and requirements.

Duties and Responsibilities

A: Administrative:

1. Performs day-to-day administrative/clerical duties, including filing, photocopying, faxing, processing correspondence, drafting proposals, reports, flyers or newsletters, emails and other documentation
2. Prepares for leadership meetings including organizing agendas, notifications, facilities, compiling documents and preparing packages; sets up and takes down equipment for meetings
3. Coordinates the scheduling of treaty activities, including developing, updating and disseminating schedules to all treaty team members
4. Takes steps to ensure that minutes are safely stored as required by the Society Act
5. Provides follow-up to action items from leadership (e.g. writing letters, arranging meetings)
6. Directs inquiries, provides information, screens calls, sets up appointments, and takes messages as required
7. Maintains databases and other computerized files, including a hard copy filing system
8. Takes minutes or video tapes meetings; types and disseminates minutes to appropriate parties consistent with organizational standards
9. Ensures that minutes are typed and circulated in a timely manner as set by the organization
10. Coordinates meetings and/or travel schedules and makes travel arrangements
11. Takes initiative in an oversight role to keep the office organized and well maintained
12. Provides general backup coverage for reception or minute taking for the organization
13. Assists colleagues in the completion of their timesheets, travel, invoices, etc.

B: Executive Assistant Duties:

1. Anticipates the needs of the Treaty Team Coordinator (TTC) and takes the steps necessary to ensure that information and support is provided in a timely manner
2. Provides reminders of deadlines, meetings, etc., and remains aware of TTC's schedule
3. Provides assistance to team members/management for special projects, including conducting preliminary research and coordinating reports and documentation
4. Designs and prepares presentations, spreadsheets, charts, and forms
5. Develops proposals for office assistance and summer students to support Treaty work
6. Recruits, supervises and develops summer students and other positions as required
7. Provides orientation to new Treaty staff, demonstrating office procedures, use of software, filing system, records storage, and communication tools
8. Maintains office inventory for treaty unit and liaises with Operations Coordinator to ensure asset protection procedures are met
9. Sends out automated meeting requests using communication tools and adds members to Highrise contact list

C: Financial:

1. Prepares invoices for processing by coding and verifying accuracy and follow-up for payment
2. Manages purchasing and ordering supplies
3. Manages Treaty office expenditures and financial tracking to ensure expenditures remain within budget
4. Completes financial reports for Treaty projects for submission to external parties
5. Works with Finance staff to ensure documentation is accurate
6. Receives all Quarterly Reports to ensure proper payments to communities

7. Prepares contracts and verifies calculations and costs in keeping with Organization policy and procedures
8. Responds to general enquiries from member communities regarding their allocations
9. Monitors community quarterly claim forms for compliance with funding contribution agreement
10. Responds to enquiries from funding agencies in consultation with Treaty Team Coordinator
11. Backs up Financial Department for annual leaves and in emergency situations
12. Other duties as assigned or required

The duties listed are provided as examples of responsibility and are not intended to create limits but to help understand the scope of the position. All staff are expected to be team oriented and to maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

1. Business Administration Certificate program or equivalent experience, skills and abilities

Competencies:

The Treaty Executive Assistant must demonstrate competence in the following:

1. Provides Customer Focused Service - Creates customer-focused service and solutions with a genuine interest in meeting the needs of all parties
2. Respect for Others – Builds Trust - Interacts sensitively, respectfully and in a non-judgmental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions
3. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
4. Planning and Organizing - Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish specific goals and timetables
5. Initiative - Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things
6. Problem Solving - Uses critical thinking skills to analyze problems systematically, organize information, find root causes and generate options or solutions

Skills and Abilities:

1. Good keyboarding ability
2. Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet to the intermediate level (capable and confident of using a large number of functions)
3. Must have strong administrative, budgetary, organizational and communication skills
4. Ability to self-regulate, meet deadlines, have attention to detail

Experience:

1. Three to Five years administrative, clerical, coordination and executive support experience

Working Conditions

1. Office environment. Most services are provided immediately. Employee must be aware of the sensitivity, confidentiality and urgency of requests while balancing other work commitments
2. Receives moderate supervision with less frequent direction and review of the work performed

Conditions of Employment

1. Must be able to obtain and maintain a Criminal Records Check
2. Must be able to obtain and maintain a valid BC Driver's Licence

Directly Supervises

1. None

General Category:

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands

3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by the Treaty Team Coordinator
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of Treaty Team Coordinator
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture