



## EXECUTIVE ASSISTANT POSITION OPENING

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Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

### **PURPOSE**

The purpose of the Early Learning and Child Care Executive Assistant is to provide prominent administrative support to the Director of Education, ensuring extraordinary communications specifically for the purpose of professional announcements to external stakeholders and contacts.

### **RESPONSIBILITIES:**

- Provides confidential administrative support to the Director of Education
- Creation and distribution of professional, sophisticated, high level communication materials and announcements to Government, MP's and all other external stakeholders and contacts
- Preparing, organizing and coordinating a variety of sensitive and confidential correspondence, memos, presentations, spreadsheets and reports from internal and external sources
- Ensuring accurate and timely delivery of materials
- Manages the Director of Education's scheduling and calendar
- Develops agenda and attends sessions to record meeting minutes, key content and action items; retrieves, compiles and distributes reference material for meetings
- Identifies and resolves issues or concerns of a confidential and sensitive nature as directed by the Director of Education
- Coordinates travel arrangements, functions and events; assists with overall planning, meeting room layout and catering for Early Learning and Child Care (ELCC) related events
- Providing administrative support
- Convey information and promote productive and respectful governmental relationships

### **REQUIREMENTS:**

- 2 years previous Executive Assistant experience
- Bachelor's degree or combination of related skills & experience
- Exemplary writing skills
- Strong business acumen and understanding of the importance of Communications, Marketing, and inter-governmental relations
- Preference will be given to applicants that are Bilingual with strong French and English language skills
- Proficiency in filing, administrative and organizational skills
- Strong interpersonal skills including tact, diplomacy and confidentiality
- Team oriented; enthusiastic and a self-starter

### **Other Comments**

- Other duties may be assigned as needed to ensure efficient operation of the organization



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**To apply for this position please submit your application to:**

Linda Koster  
Human Resources Manager  
Metis Nation British Columbia  
Email: [lkoster@mnbca.ca](mailto:lkoster@mnbca.ca)

**Deadline for applications: Friday April 12, 2019 1:00 p.m.**

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.*