



PUBLIC RELATIONS EA TO THE OFFICE OF THE CEO POSITION OPENING

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 Public Relations EA to the office of the CEO is to provide prominent administrative support to the Chief Executive Officer, ensuring extraordinary communications specifically for the purpose of professional announcements to external stakeholders and contacts.

RESPONSIBILITIES:

- Provides confidential administrative support to the CEO
- Creation and distribution of professional, sophisticated, high level communication materials and announcements to Government, MP's and all other external stakeholders and contacts
- Preparation of high quality speaking notes
- 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 CEO 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 CEO
- Coordinates travel arrangements, functions and events; assists with overall planning, meeting room layout and catering for non-board 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 and in communications, journalism, public relations or related field
- 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



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

To apply for this position please submit your application to:

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mnbcc.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.