



CABINET SECRETARIAT COORDINATOR

PERMANENT FULL-TIME POSITION (37.5 hours per week)

LOCATION: Provincial Office - 13401 – 108th Avenue, Surrey

CLOSES: May 14, 2021 at 4:30 PM PST

ABOUT MÉTIS NATION BRITISH COLUMBIA

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, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 14 paid days per year for statutory and cultural days (Indigenous People Day & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Provincial Office team as a **Cabinet Secretariat Coordinator**.

Reporting to the Executive Assistant to the President and Deputy Minister/CEO, the primary objective of the role is to provide administrative and clerical support to the MNBC Cabinet Ministers.

KEY DUTIES AND RESPONSIBILITIES

- Provide administrative assistance to 10 MNBC Cabinet Ministers, including writing and editing correspondence, as well as responding to individual Cabinet Minister requests

- Regularly liaise with Cabinet Ministers on behalf of the President/CEO
- Maintain comprehensive and accurate corporate records, documents, and reports.
- Perform minor accounting and bookkeeping duties.
- Organize meetings, including scheduling, sending reminders, preparing meeting agendas, and organizing catering when necessary.
- Prepare and distribute draft meeting minutes within seven days following the meeting.
- Ensure meeting minutes are posted online as soon as they have been approved by the Cabinet.
- Record all action items and follow up with corresponding Senior Staff and/or Cabinet Ministers to ensure completion.
- Answer incoming phone calls and emails and accurately take and relay messages.
- Support Cabinet Ministers with hardware inquiries, such as phones, printers, and computer issues
- Research previous Cabinet decisions, as required.
- Support MNGA and AGM planning, as required.
- Coordinate travel arrangements and create trip itineraries, as needed

THE IDEAL CANDIDATE

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Degree or diploma in a related field
- Minimum of four (4) years of experience in an administrative role
- Combination of relevant experience, education, and training will be considered.
- Experience operating standard office equipment
- Ability to maintain a high degree of confidentiality and act with appropriate discretion, in a calm and professional manner.
- Demonstrated ability to communicate at a high level both verbally and in writing
- Demonstrated ability to problem solve and make decisions.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Office 365, virtual meeting platforms, document-sharing platforms, and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY BY Friday, May 14, 2021 at 4:30 PM PST.

Using Cabinet Secretariat Coordinator in the subject line of your email, please send your resume and cover letter to:

Lydia Stefan
Executive Assistant to the President and Deputy Minister/CEO
Métis Nation British Columbia
Email: lstefan@mNBC.ca