

OUR LAND IS OUR FUTURE

UNION OF BRITISH COLUMBIA INDIAN CHIEFS

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JOB OPPORTUNITY – Union of BC Indian Chiefs VANCOUVER with Remote Work Options possible Full-Time Executive Assistant (RESEARCH and ADMINISTRATION)

About the UBCIC

The Union of BC Indian Chiefs (UBCIC) is a not-for-profit organization representing and taking direction from over 100 Indigenous Nations in BC. Our mandate is to work toward the recognition, implementation, and exercise of our inherent Title, Rights, and Treaty Rights, and to protect our lands, waters, and resources through the exercise of our own laws and jurisdiction. We believe, despite our differences, we will be stronger if we work together. The UBCIC works collectively amongst Indigenous Nations in B.C. as an advocacy body to provide a cohesive voice (regionally, nationally, and internationally) in support of Indigenous Nations and communities, and to promote and protect each Nation's exercise of Sovereignty within their traditional territories. For more information, please visit www.ubcic.bc.ca.

We are comprised of a research department, working to support First Nations to obtain justice in the resolution of their specific claims, and a policy department which actively works to bring forth positive change in Canadian and international policy towards First Nations communities. By joining UBCIC you will play an essential role in our busy political organization. You will have opportunities for practical, on-the-job learning and engagement with a wide network of Indigenous Nations, organizations, and other partners.

About the Role

The UBCIC has an opening for a permanent, full-time Executive Assistant. As Executive Assistant, you will report directly to the Administrative and Research Director ("The Director") and support both administrative and research tasks including but not limited to communications, office administration, and planning (meetings, conferences, teleconferences, and travel).

The successful candidate will:

- Desire to learn best practices in communication and office administration in a positive, interesting and rewarding workspace;

- Be adaptable, flexible, and be able to prioritize multiple competing demands with frequent interruptions;
- Be knowledgeable about and support the mandate and mission of the Union of BC Indian Chiefs and the UBCIC Specific Claims Research Program;
- Demonstrate an understanding of BC Indigenous land rights issues and history.

Duties include but are not limited to:

- Providing logistical and administrative support for meetings (including planning support, registration, itineraries, meeting materials, room bookings, food, meeting tracking and coding, and other tasks);
- Providing content support for meetings (including assisting with meeting preparation, transcribing, providing meeting summaries, and taking minutes);
- Reviewing materials prepared by the Director to ensure quality and compliance with UBCIC mandates;
- Working with the Director and Librarian to create and maintain file organizational structures (digital and physical) for the Administrative and Research Director;
- Managing access to information requests and procedures;
- Drafting letters and emails and copy-editing;
- Assisting with funding proposals and reports;
- Managing and tracking ongoing communications of the Director and writing communications materials;
- Coordinating and booking travel arrangements;
- Providing general office and administrative assistance as directed;
- Offering occasional support within the research department, including supporting document tracking and labelling and maintaining specific claims project files;
- Providing support on related initiatives and projects;
- Tracking and managing the Director's action items and helping to define timelines and follow-up;
- Maintaining thorough knowledge of UBCIC policies, procedures, precedents and mandates;
- Supporting the Director in managing calendars and commitments through careful planning, communication, and coordination;
- Managing daily administrative functions of the Director, including anticipating daily needs, and ensuring the Director is briefed on all appropriate matters.

Qualifications:

- Excellent interpersonal and communication skills
- Professional demeanour and conduct
- Strong organizational skills and a proven ability to prioritize and manage tasks within many areas and to problem solve in a busy, fast-paced environment
- Proficiency in basic office computer programs (including databases)
- Commitment to the mission and work of the UBCIC
- Some post-secondary education (e.g. in office administration, communication, or other relevant fields) and/or relevant administrative experience
- Strong writing and analytical skills an asset

Application Process

Please send a cover letter, resume, and references to the attention of the research director. **If sending by email, please send to tpoint@ubcic.bc.ca.** We thank all candidates for their interest and regret that only those candidates who are shortlisted for interviews will be contacted. ***Posting open until filled***. Please include in the subject line of the email: "Executive Assistant – Research and Administration"

The Union of BC Indian Chiefs hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. However, qualified Indigenous applicants will be given priority.