



huu ayahT

ANCIENT SPIRIT, MODERN MIND

**Permanent Full Time Position:** Senior Executive Coordinator

**Location:** Port Alberni Government Office

**Salary:** \$45,430. - \$70,000

**Authority Relationship:** Reports Directly to the Human Resources/Office Manager

**Position Summary:**

Takes direction from the Chief Executive Council, the Senior Executive Coordinator provides executive support in a one-on-one working relationship as well as in a group. The Senior Executive Coordinator serves as the primary point of contact for internal and external agencies on all matters pertaining to the Office of the Executive. The Senior Executive Coordinator also serves as a liaison to the HFN Committees, HGB, and Senior Management Team and HFN citizens; organizes and coordinates executive outreach and external relations efforts with the community; and assists in organizing special projects.

The Senior Executive Coordinator must be creative and enjoy working within a governmental environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Senior Executive Coordinator will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Roles and Responsibilities**

**Executive Support**

- Completes a broad variety of high-level administrative tasks for the Executive Council including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings proficient in creating power point presentations for the Executive Council.
- Plans, coordinates and ensures the Executive Council schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Council's time and office.
- Communicates directly, or at times, on behalf of the Executive Council, with internal and external agencies, staff, and others, on matters related to Executive schedule.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Council, including those of a sensitive or confidential nature. Determines appropriate course of referral, or response.
- Provides a bridge for smooth communication between the Executive office and internal teams and departments; demonstrating organizational skills to maintain credibility, trust and support with management staff.
- Works closely and effectively with the Executive Council to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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"indicator," having a sense for the issues taking place in the environment and keeping the Executive Council updated.

- Builds relationships crucial to the success of the organization and assists in a variety of projects for the Executive Council, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Executive Council's ability to effectively lead the Huu-ay-aht Nation and its citizens.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

#### Board Support and Liaison

- Works with the Executive Council and Executive Director to set Board and Committee dates on an annual basis and prepare work plans and agendas. Take the lead on preparation and distribution of meeting packages. Set up meeting rooms and take Minutes of the meetings.
- Serves as the Executive Council administrative liaison to board of directors and committees.
- Assists board members and committees with travel arrangements, lodging, and meal planning as needed.
- Maintains discretion and confidentiality in relationships with all committees and board members.
- Adheres to compliance with applicable rules and regulations set in HFN Laws and Regulations regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

#### Management Liaison

- Where the Executive Council is participating the Senior Executive Coordinator assists in coordinating the agenda of management team meetings and off-sites, and all staff meetings when necessary.
- Facilitates cross-divisional coordination of travel and outreach plans as required.

#### Communications and Outreach

- Ensures that the Executive Council's bios are kept updated and responds to requests for materials regarding the Executive Council and the organization in general.
- Edits and completes first drafts for written communications to external agencies.

#### Operational Requirements:

- Valid class 5 driver's licence
- Some travel, including overnight and or weekends
- Will work occasionally in our HFN Government Office in Anacla
- Willingness and ability to work overtime, including evenings and weekends

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- Successful background checks, including employment verification, reference checks, and education/credential verification

### **Qualifications and Experience**

- Bachelor's degree required in related field.
- Strong work tenure: five to 10 years of experience supporting Top Executives, preferably in a non-profit organization
- Experience in First Nations Government settings.
- Experience and interest in internal and external communications, partnership development.
- Proficient in Microsoft Office (Outlook, Word, Teams, Excel, and Power Point), Zoom, Adobe Acrobat, and Social Media web platforms
- Computer and Cell phone troubleshooting
- Superior organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, committees, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrates strong initiative and judgement
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment and have a high level of proactivity.
- Forward looking thinker, who actively seeks opportunities and proposes
- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support*

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Senior Executive Coordinator Job Posting. Closing date for this position is March 17, 2021 at 4:00 pm.



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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

## **Huu-ay-aht First Nations Values**

### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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