

Hiyám ta Skwxwú7mesh Housing Society

Executive Assistant (Full time)

Location: North Vancouver, British Columbia

Background

Hiyam Housing Society is an incorporated non-profit Society, newly formed by the Squamish Nation Council as part of its strategic priority to house every Squamish member within a generation. Our mandate is to provide and build affordable housing for low-to-moderate income families with a priority, but not exclusive, focus on Squamish Nation members.

The Squamish Nation has occupied and governed the territory since beyond recorded history. The Squamish Nation's culture is rich and resilient. We continue to practice our customs and traditions, which are strongly interconnected with our traditional territory. Together with our lands, our customs and traditions are the foundations of who we are as Skwxwú7mesh.

General Purpose

The Executive Assistant (EA) to the CEO is responsible for providing comprehensive support to the CEO, Board of Directors, Squamish Nation and organization as a whole. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The EA must be able to meet after regular work hours and participate in sector conferences and workshops.

Key Responsibilities and Duties

- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Board of Directors, Committees and Squamish Nation Council. Arrange and handle all logistics for the Board and Nation Council meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes. Adhere to compliance with applicable rules and regulations set in bylaws regarding the Society and Nation matters.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; timecards, maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's culture and organization policy.

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- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- Maintain open communications with the team, including meeting regularly with their operations and technology coordinator and providing information and documents as needed.
- Coordinate all CEO and Board meetings and retreats and assist with staff meetings and events as needed.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO, residents, community and staff, demonstrating leadership to maintain credibility, trust, and support with the team.
- Work with the organization and partners to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.
- Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.
- Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.
- Provide event management support, as requested.
- Provide hospitality to all guests and help to create a welcoming environment.
- Answer main phone line and respond to inquiries, as required.
- Process and distribute daily mail, as required.
- Invest in building long-lasting relationships both externally and internally.
- Other projects/duties as assigned for the overall benefit of the organization.

Competences and Skills

- ✓ Strong ability to execute work with a diversity, equity, and inclusion lens.
- ✓ Significant executive support experience.
- ✓ Non-profit Board experience is highly preferred.
- ✓ Real Estate management and development is an asset.
- ✓ Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- ✓ Technical proficiency and problem-solving skills related to IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications).
- ✓ Strong verbal and written communication skills.
- ✓ Exceptional organizational skills and impeccable attention to detail.
- ✓ High degree of professionalism in dealing with diverse groups of people, including Board members, Squamish Nation staff/Council, clients, residents, community leaders, donors, and funding partners.
- ✓ Make appropriate, informed decisions regarding priorities and available time.

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- ✓ Ability to complete a high volume of tasks and projects with little or no guidance.
- ✓ Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- ✓ Able to maintain a high level of integrity and discretion in handling confidential information.

Education and Experience

- High school diploma
- Administrative diploma, certificate or degree
- Proven administrative work experience
- Experience working in an Indigenous organization
- Experience working in a Non-Profit organization

Key Competencies

- Professional level verbal and written communications skills
- Ability to organize a daily workload by priorities
- Must be able to meet deadlines in a fast-paced quickly changing environment
- A proactive approach to problem-solving with strong decision-making skills
- In-depth understanding of entire MS Office suite
- Knowledge of clerical and administrative procedures and systems, such as, filing and record keeping
- Problem assessment and solving
- Information gathering and monitoring
- Attention to detail and accuracy
- Knowledge of the operation of standard office equipment
- Customer service orientation and a team player
- Professional, honest and reliable

Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Annual salary: \$56,000 - \$67,000

Your cover letter and resume should be submitted as one document when applying for this position.

Deadline date to submit is August 30, 2021. Please submit document to info@hiyamhousing.com

"Hiyam Housing Society is an equal opportunity employer"