



Skwłāx te Secwepemcúłecw Band Job Posting – Internal

Department: Wellness Pillar – Executive Team at Skwłax
Wellness Centre

Position: Executive Assistant and Office Manager

The Opportunity – Executive Assistant and Office Manager:

Within the Wellness sector and under the direction of the Executive Director of Wellness, the Executive Assistant/Office Manager is responsible for providing high-level administration support the Executive Director and manage the general administration of the Skwłax Wellness Centre. We are seeking to immediately hire an organized, motivated, and detail-oriented multi-tasker who will proactively contribute to the Director’s success in providing senior level administrative duties to support Chief and Council.

Requirements, Specific Duties and Responsibilities:

- Support Executive Director
 - Serve as key liaison between Executive Director (ED) and key internal and external partners, clients, institutions and other stakeholders, providing excellent customer service.
 - Responsible for meticulous calendar management, including planning meetings, coordinating recurring check-ins and communicating with multiple parties to schedule events.
 - Provide high level operational and administrative support to ED as needed
 - Manage internal communication and prioritization, including organizing and filtering email and messaging, flagging and managing action items and tasks, and holding key players accountable to priorities.
 - Write and edit internal and external communications.
 - Provide ED with appropriate preparation before meetings and check-ins, including creating agendas, providing reminders about content and action items and tracking follow-up items.
 - Complete invoicing, expense reports, reimbursements and travel arrangements for individuals and groups.
 - Assist in the management of organizational budgets.
 - Manage additional professional and personal projects for ED as needed.
 - Conduct research and draft memos for ED.

- Serve as Liaison to the Management Team within the Wellness Sector
 - Oversee the Management Team meeting calendars.
 - Organize all logistics for Management Team meetings.



Skwłax te Secwepemcúlecw

- Maintain and distribute Management Team related documents, e.g. bylaws, manuals, policies and minutes, etc.
 - Manage communication to Management Team regarding meetings, events, gatherings, etc.
 - Manage booking of meetings, location and caterer.
 - Record minutes during meetings and distribute to Management Team post-meeting
- Manage Office Logistics
 - Maintain general office functions, including office supply inventory and ordering, performing regular office rounds to ensure office machines are in order.
 - Oversee office storage and file maintenance, including coordination of Datasafe materials and organization of supplies and storage.
 - Support agency's technology needs, including system administration, vendor management and troubleshooting.
 - Assist with phones.
 - Oversee staff meeting organization (meeting reminders, food, staff reports and materials).
 - Manage systems to ensure office is tidy and organized, coordinating kitchen cleaning and organizing.
 - Lead office clean-up and organization.
 - Act as a liaison with the building/facility management on any Centre needs (e.g. carpet cleaning, light fixture replacement, office temperature, etc.).
 - Responsible for office vendor relationships (e.g. copier, printer, phones).
 - Responsible for office celebrations (birthdays, baby showers, etc.).
 - Support recruitment, postings, hiring and onboarding/orientation.
 - Support the Health Receptionist with vehicle use policies and scheduling.
 - Support large-volume mailings and packet compilations and filing
 - Assist with additional general office tasks as needed.
- Education, Qualifications and Requirements
 - Equivalent to graduation from a four-year college/university or Equivalent professional or administrative experience. Preferably Medical Office Management.
 - 5+ years' experience of progressively responsible administrative experience preferable in the community, social services sector or with Indigenous organizations.
 - Experience in a Medical Office setting a plus
 - Knowledge of Partners such as FNHA, IH, and Secwepemc Health Caucus.
 - Enthusiasm for Skwłax Wellness Sector mission
 - Excellent interpersonal skills with strong abilities to work with cross-functional teams, e.g. other sectors, EA's and staff.
 - Proven track record of excellent follow-through and accountability



- Outstanding organizational skills and meticulous attention to detail
- Ability to prioritize tasks and execute multiple projects simultaneously
- Ability to work independently
- Self starter
- Flexible and able to meet changing work needs and demands
- Prior administrative experience required
- Positive, can-do attitude Knowledge and Skills
- Proficient with Microsoft Office, including Word, Excel, Powerpoint
- Knowledge in Electronic Medical Record Systems specifically Mustimuhw
- Excellent web and technology skills and comfortable troubleshooting tech issues
- Comfortable learning new technical/computer skills as they arise
- Strong writing, proofreading and verbal communication skills
- Excellent time management skills

What we will provide:

- Full-time, permanent role
- Benefits upon completion of probationary period
- Growth opportunities
- Competitive compensation package

Application Deadline:

November 1st 2023

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@slb.ca
Fax: 250-679-3220
In Person: Little Shuswap Lake Band Office
1886 Little Shuswap Lake Road
Chase, BC
VOE 1M2

NOTE: While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the



responsibility for assuring that, by your personal actions, the policies are effective.

