



Indigenous Child & Family Services Directors

Our Children Our Way Society

Career Opportunity: Executive Assistant

Employment Type: Full-Time (35 hours per week)

Location: Remote Working Position within British Columbia

Salary Range: \$63,400 - \$90,399.95 annually

The Our Children Our Way Society:

Representing Indigenous Child & Family Service Agencies (ICFSAs) across British Columbia, the Indigenous Child & Family Services Directors Our Children Our Way Society's (OCOW) mission is to support Indigenous Nations' vision for jurisdiction and self-government pertaining to the well-being of their children and youth. We envision communities that are well equipped to provide high quality and culturally appropriate care for all of their children. We aim to speak with a collective and expert voice on child welfare matters, with a focus on systemic changes to policy, practice, legislation and funding to ensure the best interests of Indigenous children are being met. In a nutshell, our children our way.

The Opportunity:

The Executive Assistant at OCOW provides a range of executive administrative support and is a principle contact and liaison for those in communication with the Executive Director, managing complex, sensitive issues with tact and discretion, the Executive Assistant handles confidential information while organizing and carrying out various administrative duties and ensuring all Society and executive matters are handled efficiently, professionally and effectively. From time to time, the Executive Assistant may provide administrative support to other members of the Leadership Team. In this role, the Executive Assistant will also have the opportunity to:

- Develop, implement and maintain administrative systems, procedures and standards.
- Manage the Executive Directors' calendar, determining priorities and urgent situations.
- Arrange a variety of meetings and events with a diverse group of participants.
- Assist with the coordination of regularly scheduled Board of Directors meetings.
- Welcome new members to the Society.
- Support with the Society's recruitment and retention activities.

Please visit www.OurChildrenOurWay.ca to view this position's full job description.

What You Will Bring:

- Secondary graduation or GED equivalent plus a post-secondary certificate in Office Administration. An equivalent combination of education and experience may be considered.
- A minimum of 3 – 5 years of professional experience providing administrative support, calendar management, meeting and communication coordination, and digital records tracking for senior management in a confidential capacity.
- Experience in planning meetings and events, including the coordination of facilities, invitations, technological supports and catering.
- Experience drafting, formatting and proofreading a variety of documents.
- Experience supporting human resource processes, including recruitment and retention.
- Ability to work some evenings and weekends. Ability to travel, at times on short notice.
- Successful completion of Criminal Records Review Act (CRRRA) check.
- Ability to work respectfully, knowledgeably, and effectively with Indigenous people.
- Experience working and/or interacting in/with Indigenous organizations and communities.

What We Have to Offer:

- Competitive wages
- Public Service Pension Plan
- Extended health and dental benefits
- Employee and Family Assistance Program
- Access to a variety of paid leaves which promote employee wellness

Posting Closing Date: June 7, 2024 at 11:59 p.m. (PDT)

Please submit your resume and cover letter, which outline how you meet the qualifications required for this position, by email to:

Jennifer Chuckry, Executive Director
Jennifer.Chuckry@OurChildrenOurWay.ca

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with First Nations, Métis and/or Inuit ancestry.

We thank all candidates for their interest in this position. Only those selected for an interview will be contacted.

