



# Indigenous Child & Family Services Directors Our Children Our Way Society

## Position Description *Executive Assistant*

### Overview

Representing the 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 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. We envision communities that are well equipped to provide high quality and culturally appropriate care for all of their children.

### Position Summary

Reporting to the Executive Director, 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, ensuring the Executive Director is organized and prepared for all occasions. 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. The Executive Assistant is a member of the Leadership Team.

### Primary Responsibilities

#### *Executive Administrative Support*

- Develops, implements and maintains administrative systems, procedures and standards, including executive correspondence, templates, records management, and mail processing.
- Manages and the Executive Director's calendar by determining priorities and urgent situations, scheduling meetings or time, and making changes and/or adjustments as required.
- When required, screens incoming communication to determine the nature and priority of the inquiry/request.
- Arranges a variety of meetings and events with a diverse group of participants, coordinating logistics that may include meeting facilities, invitations, technological supports and catering.
- Prepares and distributes materials for meetings, including agendas, meeting packages, presentations, background/briefing materials; briefs the Executive Director on meeting topics, issues, and background.

- Attends a range of meetings; manages meeting technology, including virtual meeting platforms; prepares meeting minutes, bring forward and action items; distributes to meeting attendees in a timely manner.
- Arranges travel and completes all related travel authorizations and expense reimbursements on behalf of the Executive Director.
- Coordinates travel on behalf of OCOW employees and/or contractors, working closely with the Society's Finance Manager regarding appropriate travel forms, purchase orders and reconciliations.
- As may be requested by the Executive Director and/or Manager(s), prepares, formats and proofreads a variety of documents and materials produced by OCOW employees and/or contractors and saves and/or uploads them to the appropriate location.
- Composes or prepares routine and non-routine correspondence based on information or notes provided for approval and signature by the Executive Director.
- Receives and facilitates information requests from the Society's website, Board of Directors, Directors and Partnership Forums, Section 35 Rights & Titleholder Members and the Partnership Planning Committee.
- Develops and maintains a tracking system to ensure correspondence, reports, etc. are completed within any outlined timelines.
- Reviews, maintains and updates of all OCOW policy manuals with the assistance of subject matter experts.
- Acts as a resource for document management processes for the Society, ensuring retention and destruction timelines are closely monitored and adhered to.
- Manages special projects as required.
- Works respectfully and collaboratively with all members of the Leadership Team.

#### *Board of Directors Support*

- Assists with the coordination of regularly scheduled Board of Directors meetings by creating and distributing calendar invitations, virtual meeting links, agendas and providing any supporting documents to be reviewed at the meeting; creates board packages; arranges for catering; sets up meeting spaces; and records meeting minutes.
- Maintains electronic files pertaining to Board of Directors business.
- Maintains and distributes orientation packages developed by the Society for the Board of Directors, Directors and Partnership Forums, Section 35 Rights & Titleholder Members and the Partnership Planning Committee.
- Ensures governance documents (i.e. strategic plans, workplans, terms of reference, protocol agreements, press releases, briefing notes, etc.) are securely stored and updated as necessary and as requested.
- Coordinates the Annual General Meeting. Assists with the development of the Annual Report.
- Makes sure all filings with BC Societies Online are complete and accurate.
- Supports the recruitment and retention of OCOW membership and maintains accurate records of all members.

### *Information Technology*

- Manages the IT needs of the Executive Director, including computer technology, software, programs, licenses and cellular services.
- From time to time, may support the IT needs of other members of the OCOW team.
- Participates in regular reviews of the Society's IT planning and infrastructure.
- Maintains organized digital records using tools such as OneDrive and Teamwork, ensuring easy access, compliance with data protection regulations, and alignment with the principles of Indigenous data sovereignty (OCAP®).

### *Communications*

- In collaboration with the Executive Director and other members of the OCOW team, supports the maintenance and updates of the Society's website content.
- In collaboration with the Executive Director and other members of the OCOW team, supports the creation and distribution of newsletters, news releases and event notification using tools such as Constant Contact.

### *Human Resources Administration*

- Coordinates recruitment and selection activities including posting job positions, vetting applications, candidate screening and scheduling interviews with selected candidates.
- Prepares interview packages for hiring panel, participates as a member of the hiring panel as necessary, conducts reference and background checks, and distributes employment agreements for signature.
- Coordinates and conducts onboarding and orientation for new employees, contractors, students and volunteers.
- Off-boards employees, contractors, students and volunteers.

### *Financial Resources*

- Authorizes and manages spending following the financial policies of the Society, ensuring fiscal accountability at all times.
- Maintains Society credit cards according to the agency's financial policies.
- Receives and reconciles the Executive Director's visa statement. Assists with expense reports.

### *Leadership Team*

- Serves as a collaborative member of the Society's Leadership Team, ensuring a healthy and productive work environment where employees work together to achieve individual, departmental and agency goals.
- Mentors the vision, mission and mandate of the Society, supporting employees to understand how their roles are integral to the overall functioning of the agency.
- Promotes a healthy and holistic workplace culture that aligns with the Society's Principles and Core Values.
- Participates in the implementation of the Society's strategic initiatives, policies and programs.
- Communicates a positive future for the Society in ways that gain the support of others.
- Apprises the Executive Director and other members of the Leadership Team on any emergent issues arising.
- Attends team meetings, in-house trainings, and other meetings as required.

- Attends work-related conferences, seminars and workshops as requested in order to enhance knowledge.

*Other related duties as assigned*

## **Knowledge, Skills, and Abilities**

- Expert knowledge of administrative best practices and processes.
- Strong problem solving and analytical skills.
- Well-developed written and verbal communication skills.
- Proactive with strong planning skills both strategic and operational.
- Strong leadership and people management skills
- Intermediate to Expert computer application skills including MS Office (Word, Excel, Outlook and PowerPoint).
- Well-developed Information Technology knowledge with the ability to trouble shoot and assist users with basic to intermediate technology issues.
- Well organized and proactive with strong time management skills. Ability to adapt to changing priorities and tight timelines.
- Ability to maintain a high level of confidentiality.
- Ability to work independently as well as working within a collaborative team framework.
- Ability to apply tact and diplomacy in dealings with others.
- Respect for Indigenous people and culture.

## **Training, Education, and Experience**

- 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.

## **Working Conditions**

Work is performed primarily remotely from home. Travel to attend meetings and events is required 6 – 12 times per year to various locations across British Columbia.

# Critical Success Factors

In support of our Vision and Mission, we embody a team culture that is supportive, team-oriented, caring, genuine/authentic, respectful, and fun. Most importantly, we work from the heart to support ICFSAs and Section 35 Rights & Titleholders as they work to resume their rightful place in the affairs of their children, youth and families.

<i>Department:</i>	<i>Leadership</i>	<i>Reports To:</i>	<i>Executive Director</i>
<i>Updated:</i>	<i>May, 2024</i>	<i>Direct Reports:</i>	<i>None</i>