

EMPLOYMENT OPPORTUNITY

Executive Coordinator - BC First Nations Gaming Revenue Sharing General Partner Inc.

BCFNRS GP Inc., the General Partner of the newly created BC First Nations Gaming Revenue Sharing Limited Partner Inc. (the Limited Partner) is seeking to employ a skilled and experienced Executive Coordinator that will be reporting to the General Manager.

BCFNRS GP Inc. wishes to fill this position as soon as possible. The position will be located in Westbank, BC.

More information can be found at www.bcfngamingrevenue.ca.

Scope of the Position

Under general supervision of the General Manager the Executive Coordinator will be responsible for the administration and organizational management of the office entailing a wide range of office and project administration and executive support and coordination tasks. Critical deliverables attached to the position require deep knowledge and experience of organizational procedures and best practices. The position requires the ability to work independently and as a team member with other employees while exercising judgment and initiative while respecting the confidential nature of the position.

Key Duties/Responsibilities

- Working with the General Manager, Board members and other staff, develop agendas, schedules and record minutes for Board and Committee meetings. Follow up on RSVP's as required to achieve quorum for meetings.
- Coordinate, print, distribute and digitally file documents in advance of the Board and Committee meetings.
- Take meeting minutes, record and advise staff of action items stemming from Board or Committee meetings. Track progress and report regularly on action items to the General Manager.
- Lead event coordination for Board and Committee meetings including arranging off-site space catering, travel and accommodation.
- Prepare and manage logistics for annual Board meeting and Annual General Meeting (AGM).
- Preparation, coordination and edit of correspondence, presentations and other documents. Designing and maintaining database. Filing and retrieving documents. Conducting research, collecting and analyzing data to prepare reports and documents.
- Assist the General Manager with the coordination of the Board of Directors requests and queries appropriately. Coordination and administration of assigned projects and general office administration. Maintaining confidentiality and protecting operations by applying appropriate protocols and procedures. Preparing reports, collecting and reviewing information
- Assisting and coordination in preparing, researching, and investigating with legal team regarding legal/litigation matters. Types letters, memorandums, statistical information and other material from rough draft, typed or handwritten copy or notes, as directed.

- Updating coordination and maintaining office policies as necessary. Administration of life and health benefits (if applicable). Administration of pension plan (if applicable).
- Website development and management. Coordinate with IT department on office equipment.
- Travel as required. Miscellaneous duties as assigned, by the General Manager.

Qualifications, Experience and Key Competencies Required.

1. At least two years of experience in a progressively complex administrative and coordination position(s). A formal Business Administration diploma or applicable degree, supplemented by specialized secretarial and/or paralegal training and experience would be preferred.
2. Knowledge and proficient use of Microsoft Office.
3. Correct usage of grammar, spelling, and punctuation; knowledge of modern office methods and procedures, equipment and filing systems, business letter and report writing techniques; proofreading; statistical and record keeping principles and procedures.
4. Self-directed, self-motivated, efficient and energetic with enthusiasm and ability to learn quickly.
5. Sensitive and knowledgeable of the heritage, culture and uniqueness of First Nations of British Columbia.
6. Ability to pass a criminal records check.
7. As some travel may be required a class 5 BC driver's license is required as well as willingness to use a personal vehicle in the course of employment.

Preference will be given to qualified applicants of Indigenous ancestry.

Hours: Full Time 40 hours per week, with flexible work hours (e.g. some evenings and weekends). A competitive salary is available.

Application Procedures: Interested candidates are invited to forward a current resume and covering letter to:

BC First Nations Revenue Sharing General Partner Inc.
Vanessa Sutton, CPA, CMA, General Manager
106 – 2370 Bering Road, Westbank, BC V4T 3J6
Email: generalmanager@bcfngamingrevenue.ca Fax: 778-754-0496

Competition closes Friday, August 9, 2019 at 4.30 p.m.

Thank you for your interest. Only those short-listed will be contacted. No Phone Calls Please.