



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### Executive Coordinator – Administration

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation.

This position will be responsible for the efficient management of the Okanagan Nation Alliance (ONA) Executive functions and will provide a confidential support to the Executive Director (ED), Human Resource Manager (HR), Finance Administrator, Executive Team (Team Leads) and Legal/Consultant Advisors.

The Executive Coordinator/Administrator will provide Executive and Human Resource admin support and manage the day to day administrative functions of the Executive Team (Team leads) as assigned.

The position must work cooperatively with all departments and partners, ONA communities, and businesses.

#### Key Responsibilities:

##### Executive Support

1. Plan and monitor Executive Director functions according to priorities set out by the ED, and HR Manager.
2. Manage all functions and executive functions and files for ED and HR Manager while maintaining confidentiality and compliance with FOIPA and other relevant regulations.
3. Responsible for file and data management including correspondence and filing.
4. Liaise with ONA Communications team on all public relations matters for ED review and approval before distribution.
5. Provides technical support to ED, HR Manager and Team Leads with documents for review by the ED.
6. Maintains the highest level of confidentiality and professionalism in supporting the ongoing executive, HR and Legal functions required.
7. Responsible for entering Staff Emergency Contact Data and send updates to Four Star Communications
8. Provides assistance to Governance Coordinator with coordination of CEC, Annual General Assembly and other meetings as required.
9. Provides support to all committees and working groups as required by the ED.
10. Assists with special projects as assigned by the ED.

##### Administration and Supervision.

1. Assist with preparing binders and handouts for distribution for CEC and other meetings.
2. Acts as backup to Governance Coordinator including taking meeting minutes
3. Provides backup to booking boardroom, fleet and Front Desk as required
4. Maintains a record of ED and HR and other meetings as assigned.
5. Responsible for building maintenance, security (Price Alarms) and fleet
6. Supervises an assigned Admin Assistant Front Desk and approves time sheets and delegates tasks.
7. Works cooperatively with the internal Administrative Team and Communications as needed for e.g. input for Annual Report including preparation of Team Lead agenda's for approval by the ED.
8. Contributes to the development of standard operating procedures.
9. Updates and maintains the annual Societies Act and certificates of good standing.

### ***Finance and Information Technology.***

1. Assist Finance Administrator with compilation and preparation of Funding Agreements for execution.
2. Provides troubleshooting and systems administration of computer systems needs for all departments and locations and accesses the contracted IT service provider when needed.
3. Administers and coordinates all cell needs for various Staff as necessary

### **Qualifications and Competencies**

The position will require the following qualifications, values and competencies.

#### **Qualifications**

1. Business administration diploma preferred.
2. Expert in Microsoft Suite office applications.
3. Minimum 10 years' experience in a related position
4. Experienced taking meeting minutes

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

1. Aboriginal ancestry preferred.
2. Ensures confidentiality of information.
3. A good understanding of First Nations issues, practices and culture.
4. Demonstrated experience successfully working in Aboriginal organizations and cultural contexts.
5. Demonstrated organizational, time management and presentation skills and able to manage workload and make sound decisions within delegated authority.
6. Strong leadership, communication, and team-building skills.
7. Diplomacy, excellent communication skills.
8. IT literate (MS Office software) and able to deliver expert input in Word, Excel, Access and Adobe.
9. Ability to use mail merge for various mass letters when required
10. Able to apply a high level of analytical skills/intuition.
11. Professional and proactive approach to service delivery with positive outlook.
12. Demonstrated written and oral communication skills.
13. A reliable vehicle and a valid BC Driver's License.
14. Flexible work hours/willingness to work on evenings and weekend.

**Hours:** Full time 37.5 hours per week.

**Application procedures:** Please send a current resume and covering letter to:

**David Leroux, Human Resources Manager**  
**Okanagan Nation Alliance**  
**#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7**  
**Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166**

**COMPETITION OPEN UNTIL FILLED**