



Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7

Phone (250) 707-0095 Fax (250)707-0166

www.svilx.org

EMPLOYMENT OPPORTUNITY

Executive Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation Title and Rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA is currently interested in employing an Executive Coordinator who will be responsible for the efficient management of the Okanagan Nation Alliance (ONA) Executive functions and will provide technical and confidential support to the Executive Director, Chairman of the Chiefs Executive Council (CEC), various CEC committees Legal/Policy/Negotiations Teams and Team Leads.

The position will report to the Operations Administrator and needs to work cooperatively with all departments and partners, Okanagan Nation Alliance Communities and businesses. Taking of minutes and engagement with Senior and High level functionaries are other critical functions attached to this position.

Key Responsibilities:

Governance

1. Plan and monitor governance functions according to priorities set out by the Executive Director (ED), Chairman and CEC, and maintains a functional knowledge of the CEC constitution and bylaws.
2. Manage all executive governance, functions and executive functions and files for ED and CEC while maintaining confidentiality and compliance with FOIPA and other relevant regulations.
3. Takes meeting minutes, and assists with the preparation and set up and troubleshooting of virtual meetings and PowerPoint support as needed.
4. Responsible for file and data management including correspondence, updating tracking spreadsheets and filing, including keeping an accurate and up to date record of CEC calendar of activity.
5. Liaise with ONA Communications team on all public relations matters for ED review and approval before distribution.
6. Provides technical support to CEC, legal policy, negotiation team and Syilx Representatives with documents for review by the ED including letters and briefing notes
7. Maintains the highest level of confidentiality and professionalism in supporting the ongoing governance and executive functions required.
8. Coordinates all CEC, Annual General Assembly and other meetings as required.

9. Ensures all completed reports for CEC and AGA are duly delivered.
10. Provides support to all committees and working groups as required by the ED.
11. Assists with special projects as assigned by the ED.
12. Provides various document searches for CEC, Legal & Policy Advisors and Executive Team as approved by the ED.

Administration and Supervision.

1. Prepares all document formatting included in binders and handouts for distribution for CEC and other meetings including TCR's.
2. Takes and maintains a record of CEC and other meeting minutes, and board attendance records as assigned.
3. Maintains the Motion/Action/Recommendation List and provides follow-up support
4. 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.
5. Contributes to the development of standard operating procedures, and ensures all required legal contracts and documents are signed by CEC members as required.

Finance

1. Assists the Operations Coordinator with compilation and preparation of Funding Agreements for execution for CEC signatures as required.

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. Ability to follow-up on various Motions, Action and Recommendations as directed by the CEC, Chairman and ED
11. Administers and coordinates all repair and maintenance needs for all locations, including office purchases as necessary and approved.
12. Able to apply a high level of analytical skills/intuition.
13. Professional and proactive approach to service delivery with positive outlook.
14. Superior written and oral communication skills.
15. A reliable vehicle and a valid BC Driver's License.
16. Flexible work hours/willingness to work on evenings and weekend.
17. Maintains and actively demonstrates confidentiality and discretion.

Hours of work: 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 Fax: (250) 707- 0166

COMPETITION OPEN UNTIL FILLED

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