



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.

Executive Assistant to General Legal Counsel – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

The Executive Assistant to the General Legal Counsel provides a high level of administrative support such as, conducting legal research, sending correspondence, drafting various reports, scheduling of meetings, overseeing special projects and events and preparation of presentations. This position interfaces with other WFN Departments, external law firms and partners on a regular basis and acts as a point of contact for the General Legal Counsel when they are unavailable.

Want to know more? You will...

- Proactively manage the General Legal Counsel's calendar and activities, including scheduling internal/external meetings and events; closely monitoring calendar for meeting planning, availability, and to ensure the General Legal Counsel has the necessary information to be prepared for meetings
- Perform accurate legal research and analysis, including due diligence activities covering information (online and document) searches and compilation of required documents
- Coordinate the preparation of the department annual workplan, ensuring regular monitoring, and updates the progress to ensure desired results are achieved
- Draft/prepare, edit, review and distribute various letters and documents
- Coordinate the tracking, follow up and reporting of Council Action Directives
- Share correspondence and invitations with departments and external parties
- Assist with travel arrangements, including booking of flights, accommodations, the preparation of travel expense forms and reimbursement claims, as required

Must Haves:

- Legal Assistant, Paralegal, or Local Government Administration Certificate required
- Minimum of 4 years of progressively more responsible experience as a Senior Executive Assistant/Legal Assistant preferred

Community. Leadership. Pride.

- Experience working within an indigenous government setting considered an asset
- Criminal Record Check with results acceptable to WFN

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, April 16, 2023.