



# Employment Opportunity

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

## **Executive Assistant to the Director of Health & Wellness – 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**

Under the direction of the Director of Health & Wellness, the position is primarily responsible for providing a variety of administrative, strategic, and financial support services. The incumbent will be expected to efficiently coordinate the Director's schedule, provide administrative support and maintain related business transactions and personal and confidential correspondence. This position requires a high level of discretion and confidentiality, sound judgement, diplomacy, superior organizational skills and an in depth understanding of WFN Community.

### **Want to know more? You will...**

- Assist the Director of Health & Wellness in preparing agendas, conducting research, organizing and distributing information and preparing reports as directed
- Assist with ensuring financial controls are exercised for all programs and departments under the scope of Health & Wellness
- Provide administrative and clerical duties including, but not limited to, the compiling, drafting and preparation of confidential and non-confidential materials such as forms, letters, correspondence, reports, spreadsheets, posters, power point presentations, templates and speaking notes as required
- Schedule meetings, travel arrangements, appointments, prepares itineraries and makes reservations as necessary for the Director of Health & Wellness
- Keep the Director of Health & Wellness informed of meeting schedules, potential conflicts, and report deadlines.
- Transcribe, prepare and distribute various meeting agendas and minutes, and schedules meetings for various committees, events, etc.

*Community. Leadership. Pride.*

**Must Haves:**

- Graduation from a recognized Administrative Professional Program
- A minimum of 5 years of progressively more responsible experience as an administrative assistant or in public relations
- Experience in crafting and preparing letters, documentation, reports, presentations and memoranda in a professional and timely manner
- Experience in Financial Management (budget, invoices, vouchers etc.)
- Experience in managing confidential situations and materials
- Criminal Record Check with results acceptable to WFN
- Valid Class 5 Driver's License and Acceptable Driver's Abstract

**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, June 4, 2023.**