



EXECUTIVE ASSISTANT

MERRITT, BC

\$65,000 To \$85,000

ABOUT THE EMPLOYER

On behalf of our client, Shackan Indian Band, we are searching for a Executive Assistant to the CEO/Band Manager located in Merritt, BC. The Shackan Indian Band, also known as "14 Mile," is a proud Nlaka'pamux First Nations government located in the Nicola Valley of British Columbia. The bands who make up the Scw'exmx are, in turn, members of the Nlaka'pamux Nation. The Nlaka'pamux traditional territory extends well into the State of Washington, as far north as Ashcroft, as far east as Douglas Lake and as far West as Lillooet.

All the communities of the Nlaka'pamux Nation hold title to this territory, encompassing thousands of square kilometers collectively. The Shackan Indian Band has three reserves. The majority of band members reside on the main reserve, located along the Nicola River, which has a total land base of 6,413 acres. The Papsilqua Reserve is located to the northeast of Papsilqua and Skuhun Creek with a total of 730 acres. The Soldatquo Reserve is located a few kilometres north of Shackan with the total land area. of 2,429 acres.

Guided by traditional Scw'exmx values such as respect, sharing, helping, learning, teaching and working together, the Shackan Indian Band is committed to fostering a healthy, self-sufficient community. Their mission is to support the well-being and empowerment of all members through respectful, professional, and positive leadership and service delivery.

ABOUT THE ROLE

Reporting to the Chief Executive Officer (CEO)/Band Manager, the Executive Assistant provides essential administrative and office management support to the Shackan Indian Band. Responsibilities include managing schedules, coordinating meetings and travel, preparing documents and reports, and supporting executive decision-making. The EA ensures smooth daily operations, maintains confidentiality, and communicates professionally with staff, community members, and external partners. The ideal candidate is organized, adaptable, and culturally aware, with strong communication skills and the ability to manage multiple priorities in a fast-paced environment.

KEY RESPONSIBILITIES

- Provide direct administrative and office management support to the Chief Executive Officer (CEO)/Band Manager and other senior staff as directed.

- Maintain calendars and work schedules for the leadership team, with a focus on the CEO/Band Manager.
- Coordinate travel arrangements for senior staff, including booking transportation, accommodations, and preparing itineraries.
- Schedule and prepare materials for meetings involving the CEO/Band Manager and the Chief & Council, including booking venues, drafting agendas, preparing summary documents, and printing materials.
- Organize logistics for executive team activities such as meetings, workshops, seminars, special projects, and community events.
- Review documents, reports, and correspondence prepared for executive signature to ensure accuracy in format, content, grammar, and spelling.
- Draft reports, background materials, summaries, and conduct research as required.
- Receive and screen incoming telephone calls, emails, and visitors to the administration office.
- Refer or redirect inquiries to the appropriate staff or department as needed.
- Coordinate day-to-day office activities and ensure smooth administrative operations.
- Troubleshoot and escalate office administration issues when necessary.
- Review, prioritize, and distribute correspondence for the CEO/Band Manager.
- Prepare and reconcile expense reports, process invoices, and manage credit card receipts.
- Prepare and review presentations for internal and external use.
- Present a positive and professional image of the administration office to all visitors, community members, suppliers, and external partners.
- Respond to inquiries from Nation members with professionalism, cultural sensitivity, and discretion.
- Support respectful and effective communication between leadership and community members.
- Demonstrate an understanding of Indigenous culture, values, and governance, and incorporate this awareness into daily responsibilities and interactions.
- Preparation & Attendance to bi-weekly Chief & Council Meetings as well as other meetings as directed by the CEO/Band Manager. Preparation of meeting minutes.
- Preparation & Attendance to monthly Band Membership Meetings.
- Other duties as assigned by the CEO/Band Manager

SKILLS AND QUALIFICATIONS

- Post-secondary diploma in Business Administration or a related discipline.
- Secondary/High school diploma.
- Minimum of two years' experience in an administrative role is strongly preferred.
- Highly developed organizational skills, with the ability to prioritize and complete multiple assignments, meet deadlines and budgets, and ensure high-quality work in a fast-paced environment.

- Capacity to organize, prioritize, working under pressure with competing deadlines.
- Strong communication skills in writing, speaking, and listening.
- Solid understanding of office procedures and practices.
- Keen attention to detail
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Resourceful and adaptable.
- Proven ability to self-manage and work independently, as well as collaboratively within a team.
- Demonstrated understanding of Indigenous culture, values, and governance structures, with a respectful and culturally sensitive approach to communication and engagement.
- Experience working with or supporting Indigenous communities is considered an asset.
- Ability to manage and respond to inquiries from Nation members with professionalism, empathy, and discretion.
- Comfortable acting as a liaison between leadership and community members, ensuring clear and respectful communication.
- Valid BC Drivers License

This position will be of interest to an individual who is driven by meaningful change and enjoys being an integral supporting member of a First Nation community. If you are interested in learning more about this exciting opportunity, kindly forward your resume to MNP at Daniela.SanPedro@mnp.ca . We thank all interested applicants, however; only those selected to move forward will be contacted. Preference will be given to Shackan First Nation community members, but all who are qualified are encouraged to apply.