



# Ahousaht

our backs against the mountains

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**Position Title:** Assistant to Executive Director and Chief and Council

**Reports To:** Deputy Chief Councillor; Council Secretariat

**Department:** Administration

## Position Summary

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The Assistant to Chief and Council is responsible for providing administrative, clerical and secretarial support to the Chief and Council to ensure services are provided in the most efficient and effective manner for the Ahousaht Nation Leadership and members. Must be capable to carry out the Ahousaht organization mandate by providing a wide variety of support and functions.

The position directly reports to Deputy Chief and Council Secretariat

## Major Responsibilities

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- To maintain and scheduling and coordinating logistics of Council and Committee meetings; including agendas, booking rooms/meeting rooms, equipment, catering, attendees, tracking attendance, travel arrangements, creating and distributing meeting documents and information prior to meeting and attend meetings as directed.
- Organizing Council calendars, schedule, communicate with Chief and Council, ensuring all appropriate meetings are attended.
- Working collaboratively with Chief and Council with invoices, reports and honorarium in a professional timely fashion with communication follow up.
- Preparing necessary correspondence for Chief and Council including Ahousaht Council Resolutions (ACR's)
- Provide clerical functions to ensure all typing, faxing, photocopying, mail, scanning, emailing services are provided for Chief and Council
- Attend all Chief and Council meetings, record all minutes using Teams and Zoom Artificial Intelligence (AI) Minute taking and Transcription
- Typing and transcribing meeting minutes, motions and action items; having all minutes, motions and action item update ready for adopting for next consecutive meeting.
- In the absence of Chief, Deputy or Council; receive telephone calls and refer to appropriate Council or staff for attention.
- Provide a broad range of communication support for the Chief and Council to ensure that all are communicated with appropriate information
- Communicate of update, news and other information to community via all available mechanisms including Newsletter, Information boards Facebook pages, and websites
- Sorting, organizing and circulating files, entering required information into computer databases, and filing documents as necessary for Chief and Council
- Organizing and numbering motions and decisions for quick access
- Create templates, spreadsheets, forms, posters and power point presentations for Chief and Council
- Coordinate with projects, events, as required, including General and membership meetings
- Receiving and directing visitors
- Maintaining administration office supply inventories and ordering all supplies when necessary, including purchase of gifts for events as directed
- Performs other duties and responsibilities as necessary in the performance of the position as required
- Performs all duties and responsibilities in accordance with the Ahousaht policies, standards and procedures and other related duties as assigned
- Maintains a high level of Confidentiality on all matters relating to the affairs of Ahousaht
- Works with Deputy Chief and Council Secretariat on any hiring of part time staff or contractors (note this position does not have authority to hire or contract out services)

## Position Skills, Knowledge & Abilities

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- Knowledge of Chief and Council structure and responsibilities
- Ability to understand Ahousaht Government agreement and plans
- Knowledge of public administration and structures of various levels of government
- Knowledge of Ahousaht governance, services, programs and issues.
- Excellent Communication with internal staff, across multiple levels of the organization and varying degrees of contact with external personnel

- Attention to detail and ability to maintain high level of accuracy
- Ability to greet visitors in a friendly manner and respond to inquiries in a prompt and helpful manner
- Knowledge of office administration and bookkeeping procedures
- Ability to read and understand general ledger reports
- Strong organization and research skills; ability to prioritize and multi-task in a fast-paced environment
- Ability to work independently and demonstrate effective time management skills
- Ability to make decisions in the best interest of the organization. Analytical and problem solving
- Ability to maintain confidentiality of all issues and information
- Ability to organize assigned priorities to achieve deadlines, targets and results
- Ability to carry out work activities independently and seeks guidance from Manager
- Excellent software skills and Internet research abilities
- Team building skills
- Strong interpersonal skills with demonstrated ability to work effectively with a wide variety of internal and external stakeholders
- Effective written, verbal and communicating skills

### **Education and Experience Requirements**

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- Typing speed of 40-60 words per minute
- A high school diploma or equivalent with post-secondary courses in office administration and one year of related experience.
- Experience providing excellent customer service to clients
- Excellent written communication skills in English Complemented by superior grammar and spelling, Experience in drafting and proofreading a variety of correspondence.
- Knowledge of administrative professionalism procedures such as answering telephones, filing and data entry
- Intermediate level of ability in office equipment, computer literate and relevant software applications such as Microsoft Word, Excel, Outlook & Power Point, Publisher and Xyntax Financial System
- Knowledge of First Nations communities and culture
- An equivalent combination of education and experience may be considered
- Basic First Aid

### **Working Conditions**

- Monday to Friday, including weekends and evenings as needed.
- Overtime as needed and approved to be accumulated for future time off
- This position requires additional hours and is often called upon outside of off hours to assist with important issues.
- May have to travel; a valid B.C driver's license and reliable transportation is required

**Only those selected for an interview will be contacted. Position will be kept open until filled.**

Please send your resume and covering letter to [info@ahousaht.ca](mailto:info@ahousaht.ca)