



Executive Assistant

(Permanent Full-time position)

Ahousaht, BC

Residential School Research Team

Position Overview: The Residential School Research Team works in the village of Ahousaht, a remote and resilient community that faces unique social challenges while drawing on deep cultural strengths. We are seeking a dedicated and compassionate Executive Assistant to support our vital work of finding all the children who attended the Christie Indian Residential School (closed in 1971) and the Ahousaht Indian Residential School (closed in 1940). Our team is honouring children and uncovering their truth and history. We conduct ground searches, archival research, and oral history gathering to recover lost stories, advocate for healing, and support survivors and their families.

The successful candidate will play a key role providing administrative support/coordination and event planning and be prepared to work in a fast-paced and highly stressful work environment with professionalism, cultural sensitivity, and emotional intelligence. This position requires a physically fit individual with strong organizational and communication skills, as well as the ability to manage high levels of stress in a healthy and balanced way. Candidates must demonstrate maturity, self-awareness, and the capacity to develop and maintain a personal self-care plan to prevent burnout. Additionally, the candidate must have excellent communication skills to effectively interact with the public individually, in small groups, and during large gatherings. Resourcefulness and sound decision-making are essential to best support the mandate of the team.

Key Responsibilities:

- Provide executive administrative support, including scheduling, correspondence, and record-keeping.
- Coordinate gatherings of various sizes for former students, community members, and stakeholders.
- Assist with planning, logistics, and execution of community events and healing initiatives, including making travel arrangements for team members and former students when required.
- Manage documents and records with the utmost sensitivity and confidentiality.
- Support archival research and documentation efforts, including organizing materials from public archives, church archives, and private collections.
- Contribute to oral history gathering initiatives, assisting with interviews and maintaining respectful and trauma-informed practices; assist in setting up recording equipment and transferring data in a safe and secure manner.



Ahousaht

Residential School Research Project

Anne Atleo, Manager

Phone

(250) 670 9563 ext: 501

Email

residentialschool.researchproject@ahousaht.ca

- Proficient use of Microsoft Office Suite, Xyntax Financial Management Administrative software, and social media platforms to organize information, manage communications, and support event promotion.
- Provide support to survivors and community members as they process trauma and healing.

Qualifications:

- Minimum of 2 years of experience working in a fast-paced executive office environment.
- Business administration training or certification is required.
- Proven administrative experience, preferably in a culturally sensitive environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), as well as Canva.
- Proficiency using Xyntax Financial Management Administrative software is required.
- Strong social media skills for community outreach and communication, including basic graphic design;
- Excellent written and verbal communication skills, with the ability to interact with the public individually, in small groups, and during large gatherings.
- High level of emotional intelligence and capacity to work with historic trauma.
- Maturity and resilience to handle high levels of stress in a healthy manner.
- Demonstrated ability to develop and maintain a self-care plan to prevent burnout.
- Resourcefulness and sound decision-making to support the team's mandate.
- Physical fitness to support ground searches and on-site coordination.
- Knowledge and respect for Ahousaht and Nuuchahnulth cultural teachings and beliefs.
- Demonstrated ability to maintain confidentiality and uphold ethical standards.
- Ability to work independently and as part of a collaborative team.
- Valid driver's license and ability to travel as required.

To Apply: Please submit your resume, a cover letter outlining your qualifications, and three professional references to Anne Atleo at anne.atleo@ahousaht.ca. Applications will be accepted until April 21, 2025 at 4 pm.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Note: Preference will be given to candidates with lived experience and knowledge of residential school impacts and the ongoing journey toward healing and reconciliation.