Tsq̓éscen̓ First Nation

Administration

Executive Assistant, Administration and Governance

Job Summary:

The Executive Assistant provides direct administrative, logistical, and clerical support to Kúkwpi7s ell Knúcwmens (Chief and Council) and to the Chief Administrative Officer (CAO), ensuring the smooth day-to-day operation of both governance and administrative functions. This combined role acts as a central point of coordination between Kúkwpi7s ell Knúcwmens, the CAO, staff, and external partners, and is entrusted with a high degree of confidentiality, professionalism, and cultural understanding. The role is guided by the Secwépemc values of respect, honesty, helping one another, and doing what is right for the good of all, ensuring administrative practices remain grounded in community priorities and governance protocols.

Duties/Responsibilities:

Council & Governance Support

1. Provide direct administrative and clerical support to Kúkwpi7s ell Knúcwmens to ensure day-to-day operations run smoothly.
2. Manage Kúkwpi7s ell Knúcwmens calendars, schedules, travel, and meeting logistics.
3. Prepare agendas, Council packages, correspondence, and Band Council Resolutions (BCRs).
4. Take accurate meeting minutes during Kúkwpi7s ell Knúcwmens meetings and other governance meeting as required.
5. Track deadlines, reminders, decisions, and action items arising from Council meetings.
6. Maintain shared digital filing systems and Council records.
7. Provide front-line coordination with the public, membership, and external agencies on behalf of Kúkwpi7s ell Knúcwmens.
8. Support the coordination of Annual General Meetings (AGM) and other community/governance events.

CAO & Administrative Support

9. Provide day-to-day administrative and clerical support to the Chief Administrative Officer (CAO).
10. Manage the CAO's calendar, correspondence, meeting logistics, and travel arrangements.
11. Prepare and format reports, memos, presentations, and other documents for the CAO.
12. Take meeting notes for CAO when required.
13. Coordinate staff meetings, departmental communications, and internal reporting timelines as directed by the CAO.
14. Assist with maintaining organizational filing systems, contracts, and administrative records.
15. Liaise with department managers and staff to support the flow of information between Council, the CAO, and administration.
16. Perform other related duties as assigned by the Chief Administrative Officer and/or Kúkwpi7s ell Knúcwmens.

Performs all duties in accordance with Tsq̓éscen̓ First Nation policies, standards, and procedures, and maintains strict confidentiality on all matters relating to the affairs of the Nation, Kúkwpi7s ell Knúcwmens, and administration.

Qualifications:

- Office experience is not required; however, experience as an Administrative Assistant, Executive Assistant, or in a similar office support role is considered a bonus.
- Applicants with experience working in a fast-paced environment, and who can perform well under pressure, are also welcome and encouraged to apply.
- Eager and enthusiastic to learn, with a willingness to grow into the responsibilities of the position.
- Post-secondary diploma or certificate in Business Administration, Office Administration, or a related field is an asset, but not required.
- Experience working with or for a First Nation is an asset.

- Experience supporting elected officials, boards, or senior executives is an asset.
- Knowledge of First Nations governance structures and Band Council processes is an asset.
- Excellent verbal and written communication skills.
- High level of confidentiality, discretion, and professionalism.
- Proficient in Microsoft Office Suite and standard office/records management systems.
- Strong organizational, multitasking, and time-management skills.
- Ability to work independently, exercise sound judgment, and manage competing priorities.
- Respect for and understanding of Indigenous cultures, traditions, and governance structures.

Skills and Abilities:

- **Cultural Values –** Reflects the Secwépemc values of respect, honesty, and doing what is right in daily conduct.
- **Proactive –** Plans ahead and takes early action on assigned tasks and action items — following up promptly, securing approvals, confirming details, and moving straight into calendaring and advance preparation once information is confirmed, without waiting to be asked.
- **Problem Solving –** Approaches challenges thoughtfully; recommends solutions that are culturally safe and practical.
- **Confidentiality & Ethics –** Maintains discretion and upholds organizational values; builds trust and works with integrity.
- **Interpersonal Skills –** Maintains professionalism in communication with Kúkwpi7s ell Knúcwmens, staff, and the public.
- **Organizational Support –** Anticipates needs and manages complex, shifting schedules across two portfolios.
- **Teamwork –** Works collaboratively with Kúkwpi7s ell Knúcwmens, the CAO, and staff across departments.

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver's Licence.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to a company vehicle is provided and requires a valid Driver's Licence.
- Travel to other related organization locations may be required.
- Occasional evening or weekend work may be required to support Council meetings or community events.

Term: Full time
Monday to Friday – 35 hours/week

Hourly rate of Pay: As per the TFN Salary Grid (depending on experience)

Application Deadline: Open until position is filled

Cover Letter & Resume sent to:

Laurelee Bennett, Chief Administrative Officer
Tsq̓éscenˀ First Nation
Box 1030
100 Mile House, B.C.
cao@tsqescen.ca

Note:

As per Section 4.2 (4.2.3) of the Tsq̓éscenˀ First Nation Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.

Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.