



Xaxli'p
PO Box 1330
Lillooet BC, V0K 1V0
Phone: (250) 256 – 4800 Fax: (250) 256 - 4803



EMPLOYMENT OPPORTUNITY

Position Title: Executive Administrative Assistant to Xaxli'p Chief and Council
Position status: Full Time
Reporting To: Chief & Council and Administrator
Posting Date: June 23, 2020
Closing Date: July, 23, 2020 at 4:00 p.m.

Position Summary

The Executive Administrative Assistant is responsible for managing the affairs of Chief and Council. Knowledge in the area of Indigenous Government would be an asset. The position requires strict confidentiality in all matters.

- Performs all duties and responsibilities in accordance with the Xaxli'p policies, standards, and procedures.
- Arrange all travel requirements for the Chief and Council and the submission of applicable claims for reimbursement as needed.
- Provides back-up support for Membership and Fishing Licenses.
- Records, drafts, finalizes, and distributes Minutes of the Chief and Council, Membership, and Fishing meetings.
- Ensures administrative support for Chief and Council, including the preparation and distribution of meeting agendas and meeting information packages, the scheduling and notification of meetings and the arrangement of meeting facilities, including Membership meetings.
- Drafts correspondence as directed by the Chief and Council and/or the Administrator.
- Develops and maintains a filing system for all Chief and Council correspondence, including resolutions, Minutes, and policies.
- Reception responsibilities include answering and referral of telephone calls.
- Greeting and referral of visitors on behalf of the Chief and Council.
- Other duties as assigned by the Chief and Council and Administrator.

Education/Training

- 2-4 years Business Administration experience, Diploma is preferred
- Experience in all aspects of processing Board Minutes

Skills and Knowledge

- Strong computer, and technology skills
- Excellent oral/written communication and interpersonal skills
- Good planning and coordination skills are necessary
- Be a strong team worker
- Great problem-solving skills
- Must provide vulnerable sector/criminal record check

- A valid drivers' license and reliable vehicle necessary
- Preference given to Xaxli'p member (must have the required qualifications, as defined, for the position)
- Knowledge of the St'at'imc culture is an asset

Xaxli'p Administration wishes to thank all who apply. However, only those selected for an interview will be contacted.

Submit a resume and cover letter to:

Vicky Ford, Administrator

Xaxli'p Administration

1433 Fountain Valley Road

P.O. Box 1330, Lillooet, BC, V0K 1V0

or via Email to admin@xaxlip.ca

Phone: 250-256-4800 ext. 1101

Fax: 250-256-4803