



First Nations Forestry Council EXECUTIVE ASSISTANT

The First Nations Forestry Council is seeking an Executive Assistant with a successful track record to provide office and administrative support to the Chief Executive Officer while participating as an integral member of the FNFC team performing duties in accordance with the mandate and priorities of the organization. This position is full time however will be subject to available funding.

In the spring of 2006, the First Nations Forestry Society incorporated as a not-for-profit society in British Columbia to conduct its business in support of First Nations in BC participating and engaging in forestry related issues. For detailed information regarding the Forestry Council please visit our web site at www.fnforestrycouncil.ca

The Candidate:

Reporting to the CEO, the successful candidate will provide a wide variety of support functions, including gathering and computing data, basic accounting/book keeping, preparation of reports and correspondence, communicating with a wide range of internal and external organizations, assisting in the preparation and organizing of Board of Directors meetings, conferences and other related activities. Further the incumbent will be required to take minutes at a number of meetings including minutes for the Board of Directors. The candidate will possess the following fundamental requirements:

Education:

- Degree, diploma or certificate in secretarial, administration or business administration with a minimum of 5 years related experience, or equivalent combination of education and experience related to this position;

Experience:

- Experience in providing administrative support;
- Experience using various software programs that support office administration;
- Experience working with a Board of Directors;

Abilities and Skills:

- Strong interpersonal and communication skills;
- Strong organizational and coordination skills;
- Superior level of computer literacy, especially word processing, spreadsheets, and presentation software, search engines and tools;
- Effective communication skills, including gathering data, compiling information, creating, composing, and editing a variety of written materials.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, flexibility and initiative;
- Ability to work independently and expeditiously under tight timeframes and competing priorities.

Knowledge:

- Knowledge of office management principles and procedures;
- Knowledge and understanding of First Nations peoples political, governance, socio economic and community issues, aboriginal ancestry an asset;

**First Nations Forestry Council
EXECUTIVE ASSISTANT**

Location: Head office - 2161-1959 Marine Drive, North Vancouver BC

A competitive compensation package is offered for this exciting and challenging position. If you are qualified and attracted to working in a dynamic and progressive First Nations corporate environment, please provide your resume in confidence as soon as possible. This posting will remain open until the position is filled.

Mail Your Resume to: First Nations Forestry Council, 2161-1959 Marine Drive, North Vancouver BC V7P 3G1 or by email to keith@forestrycouncil.ca