

Title: Executive Assistant

Department: Administration

Start Date: August 1, 2026 (negotiable to start sooner)

Position: Full-time | 35 hours per week | 18-month term

Salary: Up to \$60,000

OVERVIEW

Naut'sa mawt Tribal Council (NmTC) is guided by values deeply informed by our Indigenous roots that are inherently culturally safe and respectful, and pride ourselves in the continual and respectful integration of Indigenous cultural activities and ceremonies.

POSITION FOCUS

The Executive Assistant reports to and is accountable to the Chief Executive Officer (CEO) and is responsible for providing office management and confidential administrative support. The position coordinates the timely and efficient flow of information from the CEO, NRG CEO, CFO, Board of Directors, staff and Tribal Council Member Nations. The position must prioritize tasks requiring immediate attention/action by the CEO, NRG CEO, and CFO, and exercise initiative and discretion, assessing situations and recommending solutions.

ACCOUNTABILITY

The Executive Assistant is responsible for coordinating the department's administrative activities in an effective and accurate manner, ensuring the efficient and smooth day-to-day operation of the department. The Executive Assistant provides administrative and clerical support to the CEO, NRG CEO, CFO, and Board of Directors. The Executive Assistant interacts with the following:

- Chief Executive Officer;
- NRG Chief Executive Officer;
- Chief Financial Officer;
- Directors, employees, and contractors;
- Naut'sa mawt Tribal Council Member Nations;

Other stakeholders and special interest groups.

DUTIES AND RESPONSIBILITIES

The responsibilities of the position include but are not limited to:

- Provides professional administrative and clerical support in accordance with the approved practices, policies, budgets, standards and guidelines including:
 - Prepares and modifies documents including correspondence, reports, memos and emails.
 - Prepares agendas and packages for Board of Directors meetings.
 - Transcribes minutes for Board of Directors meetings and any other meetings as needed.
 - Maintains electronic and hard copy filing system;
 - Opens, sorts, scans, copies, emails, and distributes incoming/outgoing correspondence/documents as required;
 - Manages the CEO's, NRG CEO's, and CFO's calendar and email as required;

- Schedules and coordinates meetings, appointments and travel arrangements for the CEO, NRG CEO, and CFO as required.
- Assists in resolving any administrative issues;
- Communicates and responds to routine requests or inquiries via telephone, email or in-person;
- Plans and reviews administrative services duties to promote and maintain efficiencies;
- Requests, compiles and organizes correspondence and reports for signature by the CEO, NRG CEO and CFO in order to meet deadlines;
- Assists the CEO, NRG CEO, and CFO with the preparation of business presentations including text and electronic presentations;
- Provides research services, including financial, documentation and other services as specified in the contract documents;
- Maintains accurate records of time and expenses;
- May be required to attend meetings or assist with events/workshops outside of normal office hours. Travel out of town or overnight as required.
- Participates in special initiatives (e.g., workshops, training) including:
 - Assists in the planning and execution of various events and rental facility management;
 - Coordinates meal plans with hotels and arranges overnight accommodations for individuals attending various workshops;
 - Responds to attendee and staff needs;
 - Contributes to events by overseeing registration, providing customer service and support;
- Supports project coordination activities, including planning, execution, reporting, and risk mitigation to ensure project timelines and deliverables are achieved as directed by the CEO, NRG CEO, or CFO.
- Attends Board of Directors meetings, executive meetings, departmental meetings, staff meetings and events as required;
- Monitors areas of responsibility for opportunities for improvement and innovation and work proactively to implement these;
- Ensures that service quality standards are maintained and consistently delivered in all areas of responsibility;
- Maintains strict confidentiality and exercise sound judgment and discretion when dealing with sensitive issues;
- Promotes a safe work place; ensure that all established safety procedures are followed;
- Carries out other duties essential to the position as directed by the CEO, NRG CEO, or CFO.

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational, communication, and logistical coordination skills
- Distinctly self-motivated, capable of juggling multiple priorities in a fast-paced environment and meet deadlines
- Strong listening skills and attention to detail
- Collaborative and responsive to guidance from Executive leadership
- Ability to manage multiple projects and shifting priorities
- Strong written communication skills, including summarizing discussions and drafting reports
- Experience coordinating both in-person and virtual meetings and gatherings



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- Adaptable and comfortable working across varied initiatives
- Proficiency in Microsoft office, basic project management and documentation systems

ADDITIONAL REQUIREMENTS

- Valid driver's license and ability to travel

HOW TO APPLY

Qualified candidates are encouraged to apply by sending their resume and cover letter to

emilys@nautsamawt.com

Indigenous Candidates will be given priority for this position. Applications will only be considered if eligible to work in Canada. Applicants requiring a work permit or sponsorship for employment in Canada are unable to be considered.

Note: This is a remote position for those located within the Vancouver Island & Lower Mainland area. Ability to attend our Vancouver Island office when requested.