

Our Vision

Ch'íyáqtel (Tzeachten First Nation) remains the keepers of our traditional territories, this responsibility being passed on to us by our ancestors and exercised through sound cultural, environmental, and socio-economic stewardship.

Position Summary

The Executive Assistant provides high-level administrative, organizational, and confidential support to Chief and Council and CEO. This role is essential in ensuring the smooth operation of governance functions, supporting strategic initiatives, communications, and day-to-day operations. The Executive Assistant acts as a key liaison between leadership, community members, and external stakeholders, helping to coordinate meetings, manage correspondence, track decisions, and facilitate effective communication. The position requires exceptional organizational skills, discretion, and the ability to manage multiple priorities in a dynamic environment. This is a full-time hybrid role (35 hours per week), offering flexibility to work remotely while requiring in-person attendance when requested.

Performs all duties and responsibilities in accordance with Ch'íyáqtel policies, standards, practices, and procedures. Strong cultural sensitivity with a deep respect for Ch'íyáqtel culture, traditions, language, and protocols.

Key Responsibilities

- Serve as a liaison between Chief and Council, the CEO, community members, and external stakeholders.
- Coordinate and prepare materials for governance meetings, executive briefings, and community events.
- Track decisions, action items, and deadlines for both Chief and Council and the CEO.
- Provide logistical support for meetings, including scheduling, itineraries, room bookings, catering, and documentation.
- Prepare and manage correspondence, reports, agendas, and presentations.
- Coordinate travel arrangements and process reimbursements.
- Reconcile expenses, Visas and invoices as required.
- Attend and record minutes for Chief and Council, membership, and executive meetings; distribute promptly.
- Support budget tracking and reporting for Chief and Council and the CEO.
- Maintain organized filing systems and ensure timely communication flow.
- Conduct research and compile data to support decision-making.
- Handle sensitive information with strict confidentiality and in compliance with organizational policies.
- Ensure secure communication and storage of confidential materials.
- Maintain archives of Council documentation, resolutions, meeting materials, and executive records.

- Respond to inquiries on behalf of Chief and Council and the CEO with professionalism and accuracy.
- Facilitate internal and external communications, including drafting speeches, briefing notes, and press releases.
- Collaborate with the Communications department on public messaging and media relations.
- Maintain up-to-date contact lists and stakeholder directories.

Qualifications, Knowledge, Skills and Abilities

- Diploma or degree in Business Administration, Office Management or related field
- Minimum of 5 years' experience in executive-level administration support, preferably in an Indigenous Governance or organizational context
- Exceptional organizational and multitasking abilities
- Strong written and verbal communication skills
- Advanced proficiency in Microsoft office suite
- Ability to work independently, prioritize tasks and meet tight deadlines
- Understanding of indigenous governance structures, protocols and cultural practices

Working Conditions

This is a hybrid role, offering flexibility to work from home. Attendance at in-person Council and membership meetings is mandatory. May require flexible hours, including evenings and weekends, to accommodate meetings and community events. Occasional travel may be required for additional meetings, conferences or training.

Application Deadline: Open until position is filled

Salary Range: \$30.23 to \$37.60

Candidates will be screened according to the qualifications, knowledge, abilities, and skills required above. Interested candidates are required to submit a resume and to indicate the job title above on their cover letter in confidence to:

Ch'íyáqtel (Tzeachten First Nation)
 Attention: Donna Hall, Chief Administrative Officer
 #100 - 45855 Promontory Road
 Chilliwack, BC V2R 0H3
 Email: donna@tzeachten.ca
 Fax: 604-858-3382

Eligibility List Notice:

This posting may be used to establish an eligibility list of qualified candidates for future vacancies in this role. Applicants who meet the qualifications may be considered for upcoming opportunities over the next 12 months.

We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for
 Ch'íyáqtel (Tzeachten First Nation)