



Community Futures Development Corporation of Central Interior First Nations

208-345 Chief Alex Thomas Way
Kamloops, BC V2H 1H1

Executive Assistant – Term Position

Reporting directly to the General Manager and taking day to day task direction from the Administration Manager, the Executive Assistant is responsible for ensuring all office and administrative support is delivered in a professional and timely fashion. This Position is responsible for carrying out clerical, phone and administrative responsibilities while simultaneously representing the CFDC of CIFN office.

Position Overview

The Office Assistant is the key point of contact, and administrative servant of the Organization. As well, he/she acts as a “liaison” between the GM and other CFDC employees, and acts within a gatekeeper capacity to ensure that the offices of the CFDC of CIFN are represented professionally and in a business focused manner.

In addition, we are looking for candidates who can:

- Make travel arrangements for the GM and other CFDC employees, ensuring all commitments for air travel and hotel accommodations are met;
- Maintain the oversight for accurate inputting of time and attendance payroll records, for the payroll service of employees of CFDC of CIFN;
- Coordinate event planning for trade shows, industry conferences and similar type functions, handles all administrative work associated with these events;
- Maintain the CFDC of CIFN web site and all relevant social media platforms, and social media presence following established guidelines and policies;
- Administer marketing materials as requested, helps develop and design marketing and promotional material as requested, and dependent upon specific projects or strategies;
- Attend community events as a member of the CFDC of CIFN booth. Aids in the transport, set-up and tear down of the CFDC promotional booth and marketing material;
- Maintain current contact lists of all Board Members, clients and the various community representatives that the CFDC of CIFN services;
- Work closely with other First Nations, Provincial/Federal/Municipal Government Representatives, and Private/Crown Corporations to help build or increase economic development opportunities for the First Nations located within the CFDC of CIFN service area
- Is willing to travel as required to assist with the goals and objectives of CFDC of CIFN;
- **All other related duties as required.**

In this role the **Executive Assistant** will have the required skills and qualifications:

- Completion of Secondary school is required;
- A Diploma or bachelor's degree in Business, Finance or Economics or some post-secondary training in Accounting or Business Administration is **highly desired**; or an equivalent combination of education and experience;
- Minimum 3 years' experience in related work is required;
- Must possess a very strong command of the English language in both written and oral form.
- Must be proficient in the use of Microsoft Office suite,



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- Must possess knowledge and understanding of First Nations issues, concerns, and communities within the Central Interior of British Columbia;
- Must have excellent time management and organizational skills;
- Discretion with confidential information
- Must have a valid Class 5 BC Drivers' License and use of a reliable personal vehicle if needed.

CFDC of CIFN is a not-for-profit community economic development organization with a mandate to help diversify the local and regional economy through small business development and community partnerships. Due to the role of the position, hiring preference will be given to those of Indigenous ancestry. For any additional questions on this role, or the organization, please email:

George Casimir

george@cfdcfcifn.com

General Manager

or

Pat Lentowicz

pat@cfdcfcifn.com

Administration Manager

CFDC of CIFN thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for this Job posting is June 3rd, 2022, at 4:00 pm

Please e-mail your cover letter, and resume, in either a Word or PDF file to:

darin.kennedy@kennedybusiness.ca

please put in the subject line of your e-mail the Job Reference Number: 2022-003