



Where Learners Become Leaders

**EMPLOYMENT OPPORTUNITY**  
INTERNAL / EXTERNAL POSTING

**Executive Assistant**

To the President and Board of Directors

NEC Native Education College is the largest private Indigenous College in Vancouver and also works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through offering programs to lead employment and higher learning. NEC is seeking an Executive Assistant at our main campus to support the administrative work of the college, the President, and the Board of Directors.

**Position Summary:**

The Executive Assistant position supports the board of directors and works with the president and senior management team in moving organizational objectives forward. This post also supervises the administration team, oversees administrative systems including filing and ordering supplies, and takes on human resources responsibilities including postings, arranging interviews and onboarding.

- Board of Directors support such as meeting logistics, updating constitution or by-laws, membership list, accurate minutes, compiling board meeting kits
- Executive support such as: reporting requirements for various partners such as PTIB, ISC or other funding sources, organization of various activities such as staff events, writing media releases and other business related communications, completing professional documents including formatting of policy, procedure, communications.
- Human resources responsibilities such as: drafting, distributing job postings, coordinating interviews, setting up new staff access to administrative systems
- Administrative supervision such as: front desk coverage, assigning specific projects from management or other departments to the administrative team
- Administrative systems support such as: developing administrative policies, maintaining telephone system, office supplies, maintaining the administrative, board and human resource files

**Qualifications:**

Any combination of education and work experience as follows will be considered.

- Diploma in business administration or public administration, and 5 years of senior administrative experience
- Experience in supervision, human resource management, financial management, and governance
- Demonstrated time management skills to work quickly and flexibly to meet goals and deadlines and support others in meeting goals
- Demonstrated ability to apply tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature
- Ability to work independently and resolve administrative issues/problems
- High level of ability in professional writing, computer skills, speaking, professionalism
- Experience working in an educational or non-profit governance
- Knowledge and/or experience in working in First Nations organization

**Terms:**

Appointment to this full-time excluded position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Start Date:</b>	As soon as possible
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	\$45,000 to \$65,000 per year, based on experience

Please submit your resume and a cover letter outlining your interest and detailing how you meet the above qualifications. NEC encourages individuals from equity-seeking groups to apply. Only short-listed applicants will be contacted. Address your application to:

Executive Assistant Search, Native Education College Email: [info@necvancouver.org](mailto:info@necvancouver.org)