CARRIER SEKANI
tribal council

Suite 200-1460 6th Ave.
Prince George, B.C.
V2L 3N2

Phone: 250-562-6279
Fax: 250-562-8206

JOB POSTING

The CSTC is a Non-Profit Organization located in Prince George BC, on the traditional unceded lands of the Lheidli T'enneh, and is seeking a highly motivated individual to fill the position of;

EXECUTIVE ASSISTANT

Part-Time – 1 Year Term – 3 Days per Week

Position Summary

The Executive Assistant provides confidential administrative and operational support to the General Manager, the Carrier Sekani Tribal Council (CSTC) Board of Directors, and the organization as required. The position plays an important role in the effective day-to-day operation of CSTC by supporting executive administration, Board governance, records management, communications, meeting coordination, and general office operations.

This role is expected to demonstrate strong organizational, communication, and interpersonal skills and to exercise sound judgment, discretion, initiative, and professionalism. The incumbent must be able to work independently with minimal supervision, manage competing priorities, maintain strict confidentiality, and provide courteous and efficient service to Chiefs, Board members, member Nations, CSTC staff, government representatives, service providers, visitors, and the public.
Proficiency in Microsoft Office applications, meeting coordination, minute taking, records management, report preparation, and professional business writing are essential.

Job Responsibilities

The Executive Assistant is responsible for duties that include, but are not limited to, the following:

Executive and Administrative Support

- Manage and coordinate the General Manager's calendar, appointments, meetings, correspondence, and related administrative requirements.
- Prepare correspondence, briefing notes, reports, presentations, meeting materials, and other documentation as requested by the General Manager.

- Provide professional reception services, including greeting visitors, responding to telephone and email inquiries, receiving correspondence, and directing requests to the appropriate individual or department.
- Attend meetings, conferences, community gatherings, and public events as directed by the General Manager.
- Provide administrative support and vacation coverage for other administrative functions when required.
- Perform other related duties as assigned by the General Manager.

Board and Governance Support

- Coordinate meetings of the CSTC Board of Directors, committees, Annual General Assembly (AGA), Special Assemblies, and other organizational or governance meetings.
- Prepare and distribute agendas, meeting packages, briefing materials, presentations, resolutions, motions, correspondence, and supporting documentation.
- Record, prepare, finalize, and distribute accurate meeting minutes in a timely manner.
- Maintain official Board records, resolutions, motions, meeting minutes, and related governance documentation in an organized and accessible records system.
- Prepare briefing notes and supporting materials for the General Manager and Board of Directors as required.
- Assist with meeting scheduling, attendance coordination, virtual meeting links, room bookings, and other logistical requirements.

Records Management and Coordination

- Maintain confidential personnel, administrative, governance, and corporate files in accordance with CSTC policies and applicable records-management requirements.
- Maintain organized physical and electronic filing systems to support efficient document retrieval and appropriate document retention.
- Assist with the development and implementation of records-management procedures, filing conventions, retention practices, and document organization.
- Coordinate the filing, transfer, storage, retrieval, and appropriate disposition of records and archived files.
- Organize and maintain records storage areas, including the safe and orderly movement and storage of files, records boxes, and related materials.
- Exercise appropriate care and confidentiality when handling sensitive, privileged, personnel, financial, governance, or organizational information.

Communications and Information Services

- Maintain and update the CSTC website and approved social media platforms with authorized information, including employment opportunities, public notices, meeting information, programs, events, and organizational announcements.
- Assist in preparing and distributing approved organizational communications.
- Ensure information released publicly is accurate, professional, and appropriately authorized prior to publication.

Financial and Administrative Support

- Assist with accounts payable data entry and posting in accordance with CSTC financial procedures and established approval processes.
- Prepare and organize documentation for cheque signing and coordinate cheque distribution as required.
- Prepare invoice for building tenants / renters and track the payments.
- Prepare and send approved accounts receivable invoices and maintain appropriate supporting documentation.
- Coordinate travel arrangements, travel advances, supporting documentation, and expense reconciliations in accordance with CSTC financial and travel policies.
- Maintain accurate administrative records and supporting documentation associated with financial transactions for which the position is responsible.

Office and Meeting Operations

- Assist with the day-to-day administration and organization of the CSTC office, including coordination of building security, office maintenance, supply inventories, and contracted services.
- Monitor and maintain reasonable inventory levels of office, meeting, kitchen, janitorial, and washroom supplies and coordinate replenishment as required.
- Coordinate Boardroom and meeting-room bookings and ensure meeting spaces are appropriately prepared prior to scheduled use.
- Provide operational and hospitality support for Board meetings, assemblies, conferences, workshops, and other CSTC-hosted events.
- Coordinate meeting requirements including room setup, technology, virtual meeting access, refreshments, catering, supplies, documentation, and other logistical needs.
- Coordinating any correspondence to building tenants / renters on room bookings.
- Ensure meeting and common areas are returned to a clean, organized, and professional condition following use. This may include clearing tables, loading or washing dishes, laundering meeting linens where required, removing garbage and recycling, and addressing minor spills, dirt, or mud resulting from meetings or events.
- Report building maintenance, security, safety, or operational concerns to the appropriate supervisor or service provider.
- Assist with the planning and coordination of meetings, conferences, community events, staff activities, and special projects as assigned.

Working Conditions

The position is based at the Carrier Sekani Tribal Council office in Prince George, British Columbia. Regular office hours are **8:30 a.m. to 4:30 p.m., Monday through Friday**, subject to CSTC policies and the terms of the employment agreement.

The position is primarily office-based; however, occasional evening or weekend work may be required to support Board meetings, Annual General Assemblies, Special Assemblies, community events, conferences, or other organizational activities. Reasonable notice will normally be provided where circumstances permit.

Occasional travel within British Columbia may be required. Travel must be authorized in accordance with CSTC policies and procedures.

The position may occasionally require the lifting, carrying, moving, or storing of office supplies, meeting materials, records, and file boxes within reasonable occupational health and safety limits.

Qualifications

The successful candidate will possess:

- Post-secondary education in Office Administration, Business Administration, Public Administration, Records Management, or a related discipline; or an equivalent combination of education, training, and relevant experience.
- Demonstrated experience providing executive, senior administrative, or organizational support.
- Experience with records management, document control, filing systems, or administrative records coordination.
- Experience with digital records management systems, virtual meeting platforms, and contemporary office technologies is considered an asset.
- Excellent organizational, time-management, prioritization, and multitasking skills.
- Strong written and verbal communication skills, including professional correspondence, report preparation, proofreading, and business writing.
- Proficiency with Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and Teams.
- Experience preparing agendas, recording and preparing meeting minutes, and coordinating meetings or events.
- Strong attention to detail and demonstrated ability to handle confidential and sensitive information with discretion.
- Ability to work independently, exercise initiative and sound judgment, and follow established organizational policies and procedures.
- Excellent interpersonal and customer-service skills, with the ability to work respectfully and effectively with Chiefs, Board members, member Nations, First Nations organizations,

- government agencies, CSTC staff, service providers, and members of the public.
- Knowledge and appreciation of the history, cultures, traditions, governance, and values of the Carrier Sekani peoples.
- An understanding of Indigenous governance and issues affecting First Nations communities is considered an asset.
- A valid Class 5 British Columbia Driver's License.

Core Competencies
The Executive Assistant is expected to demonstrate:

- Confidentiality and discretion;
- Professionalism and reliability;
- Organization and attention to detail;
- Effective written and verbal communication;
- Initiative and sound judgment;
- Respectful interpersonal relations;
- Adaptability and the ability to manage changing priorities;
- Accountability and follow-through;
- Effective records and information management; and
- Commitment to providing respectful, service-oriented support to CSTC, its Board of Directors, and member Nations.

Working Conditions:
Hours of work are to be from 8:30am-4:30pm, 3 days per week, Monday to Friday.
Minimal weekend and evening work, but will be given sufficient notice if required. Some travel will be required.

Wage: $25/hr

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and/or skills required of the incumbent.

If you are interested in this position submit a cover letter and resume by **November 16, 2026**, to:
Carrier Sekani Tribal Council
Attention: **Nicole Dyck**
Email: Finance@cstc.bc.ca

Preference will be given to those of Aboriginal Ancestry per Section 16 of the Canadian Human Rights Act. People of Carrier Sekani are encouraged to apply.