



NEC Native Education College

Vancouver, BC

EMPLOYMENT OPPORTUNITY

Internal/External Posting

Executive Assistant

NEC Native Education College is BC's largest private Aboriginal College providing a culturally appropriate and supportive learning environment for Aboriginal learners. NEC offers a variety of programs and services to Aboriginal learners who attend the Longhouse located in the Mount Pleasant area of Vancouver, and also delivers programming in locations throughout BC at the request of Aboriginal communities and organizations. NEC focuses on meeting the needs of Aboriginal adult students who require developmental, vocational, and/or applied academic programs that will provide them access to employment or further post-secondary education. The faculty and staff have a strong commitment to the best practices of Aboriginal adult education and to academic excellence.

Position Summary

The Executive Assistant reports to the President and provides a broad range of administrative support in managing the operations/activities of the President's Office, the Management Team and the Board of Directors of NEC Native Education College. This position supervises and delegates work in order of priority to administrative assistants.

Major Duties

- Manage and when necessary, coordinate, Board correspondence, documents, meetings and events; record the minutes of the Board and Society meetings; prepare sensitive documents and briefing information; prepare/distribute Board meeting agendas and materials; record/distribute minutes; and follow up on action items; manage records of Governance Policies, ensuring timely review, updates and distribution; maintain Board files.
- Maintain NEC filing systems ensuring confidentiality, document control, and retention policies, developing procedures if necessary.
- At the direction of the President and the Management team coordinate meetings, make arrangements for meetings with external contacts, preparing agendas and materials, taking minutes when necessary and follow-up on action items.
- At the direction of the President and the Management team, coordinate events for NEC staff, board and students.
- In consultation with the President and the Management team, develop, implement and maintain Human Resources procedures appropriate in a unionized environment.
- Supervise, assign duties/provide guidance to Administrative Assistants.

Preferred Qualifications:

- Diploma in business administration, public administration, financial management or equivalent combination of extensive experience and training;
- Experience/training in issues management, written communications, including briefing notes and oral communications, including presentations, and Human Resource management;
- Several years of administrative and senior secretarial experience;
- Preference will be given to candidates of Aboriginal descent.

Terms

This is a full time position requiring a criminal record check; the details of which may preclude an offer of employment being finalized.

Closing Date:	Open until a suitable candidate is hired
Hours:	Monday to Friday, 7 hours per day
Salary:	Commensurate with education and experience

Application Details:

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short listed applicants will be contacted. Address your application to:

Ann Smith, Administrative Assistant
NEC Native Education College
285 East 5th Avenue
Vancouver, BC V5T 1H2

Fax: 604.873.9152
E-mail: asmith@necvancouver.org