



Coastal Nations Fisheries LP
504 – 321 Water Street
Vancouver, BC V6B 1B8

Job Title

Receptionist/Administrative Assistant

Term

Fulltime (Permanent)

Context

Coastal Nations Fisheries LP (CNF) is owned by eight First Nations on BC's North and Central Coasts and Haida Gwaii. The eight Nation shareholders are comprised of the Gitxaala Nation, Metlakatla First Nation, Gitga'at First Nation, Kitsoo Xai'xais First Nation, Hailzaqv First Nation, Nuxalk Nation, Wuikinuxv Nation and Haida Nation ("Nations").

CNF has been established to own, operate, and manage a sustainable and profitable fishing enterprise that respects and promotes collaborative governance, stewardship, management and decision making of the Nations. CNF also works in support of the shareholder Nations in starting up and operating their respective Community Based Fisheries ("CBF") to enhance the livelihoods and income for the Nations and their citizens.

Job Purpose

As a critical support to the executive team and to administrative operations for the organization, the ideal candidate will be a great communicator and an effective problem-solver working within a supportive and purpose-driven environment. If you are seeking a new opportunity to engage in an exciting start-up project and where growth is supported, this could be an excellent role for you!

Location

This position is based in Vancouver. Occasional work-related travel may be required.

Responsibilities

- Manage complex calendars and determine priorities when there are competing demands – schedule meetings and make required changes;
- Organize travel arrangements and associated logistics for the executive team;
- Organize Nation representative's visits and meetings, including booking of flights/accommodations, creating itineraries for visiting staff, and coordinating with administrative staff in Nations;
- Organize meetings including when necessary, catering, hotel bookings for board members, the executive team and guests and prepare and distribute supporting materials for board meetings;
- Provide administrative support to the boards, including maintenance of Dropbox access and file management;
- Support preparation of expense reports and their submission for processing;
- Attend both in-person and virtual meetings, record minutes and distribute to related parties;
- Review documents re formatting and grammar/spelling;



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- Maintain CNF's document management platform including set-up and management of existing protocols and processes;
- Research and identify a context appropriate contract management platform and set up relevant protocols and processes;
- Maintain confidentiality with sensitive information including financial documents and/or personal information;
- Set up a system for meeting room bookings;
- Calculate honoraria for board members;
- Coordinate signatures on documents;
- Maintain existing document filing structure in SharePoint and file documents in SharePoint; and,
- Coordinate with janitor/ property manager re office maintenance/repairs/upkeep.

Requirements

- A certificate in Office Administration or equivalent training and experience;
- At least 2 years' experience in a similar role;
- Proficient with MS Office Suite, macOS and possess strong overall technical skills and familiarity with SharePoint, Adobe Pro and Teams;
- Excellent time management and organizational skills with the ability to multitask;
- Excellent written and oral communication skills;
- Enjoys working in a multi-project setting and flexible to changing priorities;
- Self-starter who can work independently in a hybrid setting, while supporting a team of people;
- Must be communicative, personable, and above all respectful in all your engagements; and
- Comfortable working in a multi-cultural and inclusive workplace, and operational environment.

Thanks to all for your interest but please note that this recruitment process is specific to eligible citizens of the Gitxaala, Metlakatla, Gitga'at, Kitasoo Xai'xais, Haílzaqv, Nuxalk, Wuikinuxv and Haida Nations.

How to apply

Please include a cover letter and updated/current resume. Please include at least 2 references and current (including email) contact information.

Interested candidates are invited to submit the following to info@coastnationsfisheries.ca no later than November 30, 2023

We thank all applicants for their interest, however only those selected for an interview will be contacted.