



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
Administration Office Phone: (250) 949-8625
Administration Fax: (250) 949-7105

Executive Assistant

Full-Time • On-Reserve Position • \$32.00/hour

Department: Administration

Reports to: Executive Director

Location: Rivers Inlet, BC

Position Summary

The Wuikinuxv Nation is seeking a highly organized, community-minded Executive Assistant to provide administrative, communication, and coordination support to the Executive Director (ED). This full-time role is based in the community and plays a key part in ensuring smooth daily operations of the Administration Office.

The Executive Assistant will support all administrative functions of the ED's office, coordinate schedules and communications, manage confidential information, and serve as a primary point of contact when the Executive Director is out of the community. This includes assisting staff and community members with inquiries, directing urgent matters appropriately, and ensuring continuity of leadership support.

This position also provides oversight and coordination for administrative support staff, including the Receptionist, Custodian, Communications Coordinator and Band Van Driver, ensuring scheduling, workflow, and communication remain consistent. The Executive Assistant is also responsible for ordering office supplies, tracking inventory, and coordinating cost-effective purchasing.

This role requires professionalism, strong communication skills, and the ability to multitask in a fast-paced and changing environment.

Key Responsibilities

Executive Support

- Provide daily administrative support to the Executive Director, including managing calendars, scheduling meetings, and preparing correspondence.
- Draft letters, reports, briefing notes, and presentation materials as required.
- Track deadlines, follow-ups, and priorities on behalf of the Executive Director.
- Maintain strict confidentiality at all times.

Oversight of Administrative Staff

- Provide day-to-day support, coordination, and oversight for administrative staff (Receptionist, Custodian, Communication Coordinator, Band Van Driver).
- Assist with scheduling, task assignments, and ensuring consistent coverage of essential services.
- Communicate expectations, provide guidance, and support onboarding of administrative staff.
- Relay updates or concerns to the Executive Director and maintain regular check-ins with administrative team members.

Point of Contact (When ED Is Away)

- Serve as the primary point of contact for staff, community members, and external partners when the Executive Director is out of the community.
- Manage and triage inquiries, gather information, and communicate urgent matters to the Executive Director.
- Support continuity of administrative operations and assist directors, managers, and Council as needed.

Administrative & Office Coordination

- Maintain organized filing systems, document management processes, and meeting logistics.
- Assist with preparing Chief & Council meeting packages and community notices.
- Support staff and community members with inquiries, forms, and general administrative needs.
- Help maintain a welcoming and efficient Administration Office environment.

Office Supplies & Inventory

- Maintain office supply inventory and ensure essential items are stocked.
- Place orders, track shipments, and ensure cost-effective purchasing.
- Maintain records of supply purchases and coordinate with suppliers as needed.

Events & Project Support

- Support planning and coordination of meetings, workshops, community engagements, and special projects.
- Take meeting minutes when required.
- Assist with tracking project timelines and supporting multi-department coordination.

Qualifications

- Education & Experience
 - Post-secondary certificate or diploma in Office Administration, Business Administration, Communications, or related field (equivalent experience will be considered).
 - Minimum 2 years of administrative or executive support experience, preferably in a First Nation government, nonprofit, or public sector environment.
 - Experience supervising or coordinating staff is an asset.

- Knowledge & Skills
 - Strong organizational skills with the ability to prioritize effectively.
 - Excellent written and verbal communication skills.
 - High level of professionalism and confidentiality.
 - Strong computer skills (Microsoft Office, Teams, Outlook, digital filing systems).
 - Ability to work independently and as part of a team.
 - Calm and flexible approach to changing priorities.
 - Knowledge of the Wuikinuxv Nation, culture, and governance is an asset.

Working Conditions

- Full-time, on-reserve position based in Rivers Inlet.
- Standard hours Monday–Friday, with occasional evening or weekend work.
- \$32.00/hour plus benefits after probation as per HR policy.

How to Apply

Please submit your resume and a cover letter to Malista Hanuse
executive_director@wuikinuxv.net.

This posting will remain open January 5, 2026.

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