Kwikwasut'inuxw Haxwa'mis First Nation

General Delivery, Gilford Village, BC, V0P 1S0

Phone: 250-974-3001 Fax: 250-974-3036

Job Opportunity:
Administration Assistant & Chief & Council Assistant

Organization: Kwikwasut'inuxw Haxwa'mis First Nation (KHFN)

Location: Gwa'yas'dams (Gilford Island) / Alert Bay / Hybrid Remote

Position Type: Full-Time (35 hours/week)

Schedule: Monday to Friday, 8:00 AM – 4:00 PM (Flexibility required for attending Chief & Council meetings, when necessary, for periodic evening/weekend Council meetings or community events)

Reports To: Band Manager / Chief & Council

About the Role

The Kwikwasut'inuxw Haxwa'mis First Nation is seeking an organized, reliable, and community-minded professional to join our administration team as the **Administration Assistant & Chief & Council Assistant**.

This versatile dual role provides vital governance support to Chief & Council and senior leadership while serving as a supportive administrative Assistant for KHFN Band Office when necessary

Key Responsibilities

- **Governance & Leadership Support:**
  - Coordinate and logistically prepare Chief & Council meetings, committee meetings, AGMs, and community assemblies.
  - **Attend** Chief & Council meetings when necessary to provide administrative support and take minutes.
  - Take detailed minutes at Council meetings; draft, organize, and archive Band Council Resolutions (BCRs) and policy decisions.
  - Track and follow up on action items resulting from Council and community meetings.
  - Manage calendars, appointments, and travel arrangements for Chief & Council.

- **Band Administration & Administrative Support:**
  - Provide clerical and operational assistance to the Band Manager and Administration
  - Draft, edit, and format routine correspondence, reports, and administrative forms.
  - Maintain physical and digital filing systems for easy retrieval and compliance.
  - Coordinate logistics and minute-taking for senior management meetings.
- **Community Outreach & Frontline Support:**

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- Serve as a welcoming, culturally respectful point of contact at the Health/Admin Office, when necessary
- Manage on-call coordination for community patient travel logistics, medical appointments, and urgent transport arrangements when necessary
- Assist in organizing and executing community events, gatherings, and member programs.
- Support Elders and community members in navigating forms and accessing programs.

- **Education & Experience:**
  - High School Diploma required; post-secondary diploma/certificate in Business Administration, Office Administration, or related field preferred or equivalent combination of education, training and experience.
  - 2+ years of administrative experience, ideally within a First Nations government or Indigenous organization.
- **Skills & Competencies:**
  - Proficient with Google Workspace (Gmail, Calendar, Docs) and Microsoft Office Suite.
  - Excellent written and verbal communication skills.
  - Exceptional organizational and multitasking capabilities in a dynamic setting.
  - High level of discretion, professionalism, and respect for confidentiality.
- **Cultural Grounding & Requirements:**
  - Deep respect for KHFN traditions, culture, protocols, and community dynamics.
  - Valid Class 5 Driver's License and clear Criminal Record Check (Vulnerable Sector).

How to Apply

Interested candidates are invited to submit their cover letter and resume detailing their relevant experience.

Email: jobs@khfn.ca

Subject Line: Application: Administration Assistant & Chief & Council Assistant

Closing Date: Open Until Filled

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We thank all applicants for their interest; however, only those selected for an interview will be contacted. First Nations preference will be applied in accordance with Indigenous hiring policies.