

At the Gwaii Trust Society, we believe in the power and value of diversity. We take pride in the culture we're cultivating within our organization as we celebrate the differences that bring us closer together. Gwaii Trust is an equal-opportunity employer and encourages Indigenous peoples and the members of other equity-seeking groups to apply.

The Gwaii Trust Society is a non-profit society that owns and manages a multi-million-dollar perpetual fund for the benefit of all the people of Haida Gwaii. The fund generates investment income, and the Society distributes part of that income every year through a variety of grant programs. More information on Gwaii Trust can be found on our website: www.gwaitrust.com.

Position Summary

Position type: Permanent, full-time

Location: Old Massett Office – 162 Raven Avenue

Salary: \$47,909 - \$56,363

Deadline to apply: July 2, 2024, at 11:59 pm

The Administrative Assistant works closely with and reports to the Chief Operations Officer to coordinate daily administrative tasks. The Administrative Assistant plays an important role in organizing, managing, and keeping the offices running.

Primary Responsibilities

- Performs reception duties including greeting visitors, receiving, and sorting incoming mail, and accepting deliveries.
- Picks up parcels from the Post Office, Pacific Coastal, or Inland Air Charters.
- Ensures adequate office and kitchen supplies, monitors inventory, anticipates requirements, places orders, and confirms receipts, both locally and online.
- Picks up meeting supplies.
- Maintains and replenishes the postage machine fund and Xerox machine.
- Maintains records management systems including paper and electronic files and ensures appropriate retention and archival processes are followed.
- Completes project-based work as assigned.
- Coordinates travel arrangements for staff and directors as directed.
- Update Closed Files and Arts Closed Files list, filing and archiving closed files.
- Assists with copying, emailing, creating files, and uploading files and documents to SharePoint.
- Assists staff with organizing office space(s).
- Follows all documented procedures.
- Assists with social media management, including content creation and engagement, to maintain and grow our online presence.
- Provides relief support for social media management and website content during Marketing and Communications Manager's absence.

- Coordinates logistics for meetings and events and assists with set up of meetings as required. This may include venue setup, catering, technology, etc.
- Provides relief support for meetings such as documenting and distributing meeting agendas, board materials information gathering, recording meeting minutes, and coordinating videoconference calls, etc.
- Establishes and maintains the Occupational and Health protocol for Gwaii Trust.
- Builds and maintains effective working relationships with coworkers and managers through excellent communication.
- Promptly completes any tasks as directed by the Chief Operations Officer.
- Promptly notifies the Chief Operations Officer of annual leave, sick days, etc.
- The duties and responsibilities outlined above are representative, but not all-inclusive.

Qualifications

Education, Certification and Experience

- Class 7 (N) or 5 driver's licenses preferred.
- Only local candidates will be considered.
- Grade 12 and post-secondary preferred.
- Previous office experience preferred but not required.

Knowledge, Skills, and Abilities

- Well-developed communication and interpersonal skills.
- Reliable, organized, committed to maintaining confidentiality and able to work with minimal supervision.
- Strong computer skills including proficiency with MS Office.
- Committed to Gwaii Trust's vision to advocate and support an Islands community characterized by respect for cultural diversity, the environment, and a sustainable and increasingly self-sufficient economy.

Working Conditions

- Work is performed primarily in an office environment in the Old Massett office.
- Occasional travel between Haida Gwaii communities may be required.
- Occasional weekend and evening work may be required.

Salary and Benefits

- Salary between \$47,909 - \$56,363, working 35 hours a week.
- Full suite of benefits including paid vacation, sick, and cultural leave.
- Employer paid medical, dental, and health spending account after three months.
- Employee Savings Plan with employer matching after three months.

Please submit a resume and a cover letter via email to latasha.williams@gwaiitrust.com no later than July 2, 2024, at 11:59 pm