

# Executive Assistant

*The Gwaii Trust Society is a non-profit society that owns and manages multi-million-dollar perpetual funds - the Gwaii Trust and Athlii Gwaii Legacy Trust - 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 can be found on our website at [www.gwaiitrust.com](http://www.gwaiitrust.com).*

*We have offices in two communities on Haida Gwaii: Gaw Tlagée Old Massett and HIGaagilda Skidegate. We offer excellent total rewards including a competitive salary, defined benefit pension plan and comprehensive benefits including extended health, dental, health spending account, and life insurance.*

*To support work life balance, we offer a 35-hour work week, generous vacation and special leave days for personal and cultural matters. We provide support for training and development opportunities and offer an exciting, dynamic work environment.*

**Salary range:** \$61,000 to \$68,000 per year

**Position type:** Permanent, 35-hours per week

**Application deadline:** Friday April 11<sup>h</sup>, 2025 by 11:59 p.m. PST

## Position Summary

The Executive Assistant to the Executive Director is responsible for providing high-level administrative support to the Executive Director. This role includes managing schedules, coordinating communications, preparing documents, adhering to budgets, and assisting in the execution of strategic initiatives. The Executive Assistant will also partake in preparing meeting materials, attends all board and standing committee meeting (including evenings and weekends), and takes precise and comprehensive meeting minutes. The ideal candidate will be proactive, highly organized, and able to work in a fast-paced environment while maintaining confidentiality.



**Gaw Tlagée Old Massett**  
PO Box 588 • Masset BC, V0T 1M0  
162 Raven Avenue, Gaw Tlagée  
Phone: 250-626-3654

**HIGaagilda Skidegate**  
PO Box 1257 • Skidegate BC, V0T 1S1  
226 Front Street, HIGaagilda  
Phone: 250-559-8883

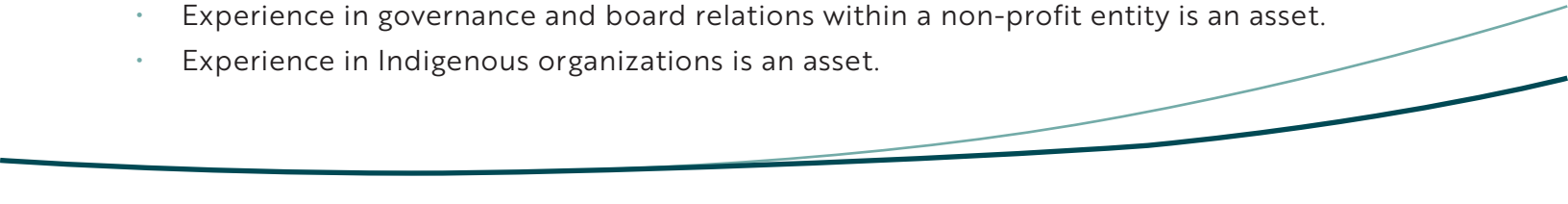
## Duties & Responsibilities

- Manage and maintain the Executive Director's calendar, including scheduling meetings, appointments, and travel.
- Prepare, prioritize, and follow up on communications and correspondence (emails, phone calls, letters).
- Draft and proofread reports, presentations, and other documents for the Executive Director.
- Handle confidential and sensitive information with discretion.
- Organize and coordinate meetings, including scheduling, preparing agendas, taking meeting minutes, and ensuring follow-up on action items.
- Prepare materials and presentations for meetings with internal and external stakeholders.
- Ensure all logistics for meetings (virtual and in-person) are arranged, including travel arrangements when necessary. Evening and weekend attendance will be required.
- Assist in coordinating special projects and initiatives as directed by the Executive Director.
- Track progress on key projects and deliverables, ensuring deadlines are met.
- Collaborate with other team members to ensure smooth operations and alignment with organizational goals.
- Serve as a point of contact between the Executive Director and internal/external stakeholders.
- Screen and prioritize communications, ensuring timely and appropriate responses.
- Maintain effective communication channels to keep the Executive Director informed of important updates.
- Coordinate travel arrangements, including flights, accommodations, transportation, and itineraries.
- Plan and organize events, conferences, and other organizational functions as needed.
- Maintain a well-organized workspace, including files and documents, both physical and electronic.
- Order and manage office supplies, ensuring all necessary resources are available.
- Provide general administrative support to other senior staff members as needed
- Other duties as assigned.

---

## Skills & Qualifications

### Training & Experience:

- Degree or diploma in business administration, finance, a related field or equivalent, or 3-5 years work-experience (executive assistant or administration support) equivalent.
  - Demonstrated experience with Microsoft Office (Word, Excel, PowerPoint, Outlook) is required.
  - Willingness to work flexible hours (evenings and weekends) is required.
  - Experience in governance and board relations within a non-profit entity is an asset.
  - Experience in Indigenous organizations is an asset.
- 

## Skills & Knowledge:

- Strong written and verbal communication skills.
- Strong analytical, creative problem solving, and decision-making skills.
- Strong computer skills.
- Working knowledge of non-profit governance best practices.
- Ability to handle confidential information.
- Ability to work as part of a high-performance team.
- Ability to set priorities, meet deadlines, and be results-orientated.
- Ability to exercise initiative.
- Ability to work independently and within a team framework.

## Working Conditions

Occasional travel between Haida Gwaii communities may be required, so access to a vehicle is required. Additionally, weekend and evening work are required, so flexibility is a must.

---

## How to Apply

- Review the job description for a complete list of duties, qualifications and competencies.
  - To be considered for the position applicants are requested submit a COVER LETTER and RESUME clearly identifying how they meet the qualifications.
  - Please submit via email to [latasha.williams@gwaitrust.com](mailto:latasha.williams@gwaitrust.com) before the deadline.
  - Only those candidates considered for an interview will be contacted.
- 