



UNION OF BC INDIAN CHIEFS

OUR LAND IS OUR FUTURE

JOB OPPORTUNITY – UNION OF BC INDIAN CHIEFS

Full-Time Administrative Assistant – Policy Department

Vancouver Office with Remote Work Options Possible

The Union of BC Indian Chiefs (UBCIC) is seeking a permanent, full-time Administrative Assistant to support the work of UBCIC and to assist the Policy Director and Policy Team in carrying out UBCIC's mandate as directed by UBCIC's member Nations. Reporting directly to the Policy Director, the Administrative Assistant will hold an important role in the UBCIC Policy Department and provide an array of administration and communications, including filing and managing incoming communications, coordinating meetings and schedules, liaising with external agencies and stakeholders on behalf of Policy Director and Executive, and providing logistical and communications support to the Policy Team as needed. By joining UBCIC you will become part of a leading, member-driven Indigenous political advocacy organization and have excellent opportunities for practical, on-the-job learning and administrative engagement with a wide network of Indigenous Nations, organizations, and other partners. The Administrative Assistant will be based in the Vancouver office, but applicants wishing to work remotely are encouraged to apply as well and should include details in the cover letter.

About the UBCIC

The UBCIC is a not-for-profit organization representing and taking direction from over 100 Indigenous Nations in BC. Our mandate is to work toward the recognition, implementation, and exercise of our inherent Title, Rights, and Treaty Rights, and to protect our lands, waters, and resources through the exercise of our own laws and jurisdiction. We believe, despite our differences, we will be stronger if we work together. The UBCIC works collectively amongst Indigenous Nations in B.C. as an advocacy body to provide a cohesive voice (regionally, nationally, and internationally) in support of Indigenous Nations and communities, and to promote and protect each Nation's exercise of Sovereignty within their traditional territories. Further, the UBCIC upholds the principles and standards articulated in the *United Nations Declaration on the Rights of Indigenous Peoples* for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous Peoples. For more information, please visit www.ubcic.bc.ca.

The successful candidate will:

- Conduct best practices in communication and office administration in a positive, interesting and rewarding workspace;
- Be adaptable, flexible, and able to prioritize multiple competing demands;
- Be knowledgeable about and support the mandate, mission, and work of the Union of BC Indian Chiefs and the UBCIC Policy Department;
- Demonstrate an understanding of historical and current Title and Rights issues that impact First Nations in BC; and
- Exercise diplomacy, tact, and cultural sensitivity when liaising and communicating with member Nations, stakeholders, and external agencies.

Kamloops Office

209 - 345 Chief Alex Thomas Way
Kamloops, BC, V2H-1H1
Phone: 250-828-9746
Fax: 250-828-0319

Vancouver Office

Suite 401 - 312 Main Street
Vancouver, BC, V6A-2T2
Phone: 604-684-0231 or toll free: 800-793-9701
Fax: 604-684-5726

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Major duties and responsibilities include but are not limited to:

- Providing logistical and administrative support for meetings (including planning support, registration, itineraries, meeting materials, room bookings, food, meeting tracking and coding, and other tasks);
- Providing content support for meetings (including assisting with meeting preparation, transcribing, providing meeting summaries, and taking minutes);
- Managing and tracking ongoing communications of the Policy Director;
- Reviewing materials prepared by the Policy Director to ensure quality and compliance with UBCIC mandates and style guide;
- Supporting the Policy Director in managing calendars and commitments through careful planning, communication, and coordination. This may include the Executive's calendars;
- Tracking and managing the Policy Director's action items and helping to define timelines and follow-up;
- Managing daily administrative functions of the Policy Director, including anticipating daily needs, and ensuring the Director is briefed on all appropriate matters;
- Coordinating and booking travel arrangements (dependent on COVID-19 health and travel restrictions);
- Liaising with external agencies, departments, and stakeholders on behalf of UBCIC Executive and Chiefs Council on administrative matters;
- Filing and tracking correspondence and materials for a range of policy files
- Supporting the Policy Team on projects and initiatives as needed;
- Providing general office and administrative assistance as directed, including providing occasional administrative support to the UBCIC Executive and to the First Nations Leadership Council; and
- Maintaining thorough knowledge of UBCIC policies, procedures, precedents and mandates including the UBCIC Chiefs Council processes.

Qualifications:

- Excellent organizational skills and a proven ability to prioritize and manage tasks within many areas and to problem solve in a busy, fast-paced environment
- Strong interpersonal and communication skills and an ability to work in partnership with colleagues in external organizations
- Professional demeanor and conduct
- Experience in filing, scheduling, minute taking, agenda building, and event planning
- Some post-secondary education (e.g. in office administration, communication, or other relevant fields) and/or relevant administrative experience
- Strong writing and analytical skills an asset
- Experience working with First Nations provincial/territorial organizations or collective decision-making bodies an asset
- Proficiency with Microsoft Office 365 (Teams, Outlook, Word) and video conferencing technology
- Commitment to the mission and work of the UBCIC

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Application Process

Please send a cover letter, resume, and references to the attention of the Policy Director, Andrea Glickman. **Please send via email to careers@ubcic.bc.ca.** We thank all candidates for their interest and regret that only those candidates who are shortlisted for interviews will be contacted. ***Posting open until filled***. Please include in the subject line of the email: “Administrative Assistant– UBCIC Policy Department”

The Union of BC Indian Chiefs hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Indigenous applicants will be given priority.

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