



## **Come Join Our Team!!** **Executive and Communications Assistant**

*ʔaqam* is located in the beautiful, sunny center of *Ktunaxa* Traditional Territory in the southeast corner of British Columbia. If you love the outdoors, the mountains, fresh air and the sun, this is the place for you. We are here to work towards achieving *ʔaqam's* Vision: "A vibrant, healthy community, speaking our language, governing effectively, and maximizing our lands and resources for the benefit of future generations and all living things, in a manner consistent with qanikitzi (our values and principles)." Be a part of an excellent team, perform meaningful work that will realize long term benefits, share in worthwhile accomplishments, celebrate successes, join in the camaraderie, build strong relationships, and enjoy lifelong learning!

### POSITION SUMMARY

The Executive and Communications Assistant "ECA" works closely with the Director of Operations, the Director of Lands "The Directors" and the Human Resources Generalist to support the work of the departments. The ECA oversees the communication function for the departments and provides high level executive and administrative support to the Directors of Operations and Lands and Human Resources Generalist.

### KEY RESPONSIBILITIES

- Primary administrative support to the Directors, completing a wide range of administrative tasks including preparing correspondence and documents, processing payments, creating promotional and communication material etc.
- Assists with completing human resources, payroll, and benefit reporting requirements to internal and external stakeholders in a timely manner with various repetitive deadlines
- Coordinates and provide administrative support (e.g., scheduling meetings, prepare meeting packages, set up of meeting space, preparing meetings, minutes, file maintenance, etc.) to various committees of the departments.
- Develop highly engaging communications materials and digital content, to promote the impact of projects, ensuring the website and social media are kept up to date and messaging is consistent and in line with organization policies and branding guidelines. Oversee the social media and Webpage communication for the departments.
- Support staff recruiting initiatives by posting advertisements, tracking advertising campaigns and receipt of applications.

The Successful candidate holds completion of education or training in Business Administration/Communications or management field with diploma or higher. experience working as an administrative or executive assistant to a Chief Executive or Senior Director. The ability to maintain strict confidentiality, with respect to discussions, documents, records, and other information. Critical thinking skills with the ability to problem solve. Proficiency in Microsoft Office. Valid First Aid or willingness to obtain. Valid Class 5 BC Driver's License.

To see the [full job description](#) of this position please visit our website: [www.aqam.net](http://www.aqam.net) under [Employment Opportunities](#)

**Please submit your cover letter and resume marked "Executive and Communications Assistant" to:**

Recruiting @ *ʔaqam*

7470 Mission Road, Cranbrook, BC, V1C 7E5.

email: [jointheteam@aqam.net](mailto:jointheteam@aqam.net)

Applications will be accepted until a qualified candidate is hired and will be reviewed as received.

Preference will be given to candidates of Ktunaxa or other First Nations ancestry and *ʔaqam* encourages applicants to self-identify within your application. Thank you to all those that apply, however only those selected for an interview will be contacted