



## Fraser Region Aboriginal Friendship Center Association.

A101-10095 Whalley Boulevard

Surrey | BC | V3T4G1

Phone: 604-595-1170

[www.frafca.org](http://www.frafca.org)

---

<b>Position Title:</b>	<b>Executive Assistant</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Classification:</b>	<b>Permanent Part Time – (22.5 hours per week) with possibility of full time.</b>
<b>Work-schedule:</b>	<b>Fixed, with some flexibility</b>
<b>Location:</b>	<b>Surrey</b>
<b>Benefits:</b>	<b>Yes.</b>

---

The Fraser Region Aboriginal Friendship Center Association is a charitable, non-profit organization that provides a diverse range of culturally safe and supportive services to the 17000 Indigenous people in Surrey, with outreach to the Fraser Valley. We have a staff of 60-70, delivering programs that support the Indigenous community from birth to death; and across a wide range of life transitions. Our funders include MCFD, BCAAFC, BC Housing, Luma, PHAC, Fraser Health, United Way.

### **JOB SUMMARY**

Reporting to the Executive Director, the Executive Assistant will have the impeccable administrative, interpersonal and project management skills needed to support the Executive Director with the full range of her responsibilities, from board management, policy development, human resources, reporting, communication and strategic planning. With a strong personal commitment to working with Indigenous people, the Executive Assistant will be a problem-solver, detail oriented, relationship oriented, with a good sense of humor who thrives in a fast-paced work environment. Finally, the Executive Assistant enjoys a challenge, and is a self-started who can work independently and as a key member of our management team.

### **General Duties:**

- Provides a full range of administrative and secretarial support to the Executive Director and functions with limited supervision, exercising considerable independence in making decisions and recommendations concerning executive office operations.
- Administrative support to the Executive Director & Board (e.g., managing correspondence, organizing calendar, travel arrangements)
- Project management of key initiatives under the direction of the Executive Director, including a board governance development, strategic planning and policy development & program reporting.
- Decision-making and judgement on actions that are within your role; and ability to convey the decisions and constraints of the ED with tact, diplomacy and care.
- Pro-active in managing emerging issues, and changing priorities.
- Supports internal and external communications including preparing memo's, briefing notes, and letters on behalf of the Executive Director.
- Other related tasks assigned by the Executive Director & Board of Directors.

### **Human Resources & Employee Onboarding**

- Human resources coordination: Ensuring that systems are in place to support effective management of hiring, orientation, evaluation, recognition and exit processes for staff and volunteers. Oversee the Personnel files in compliance with FOIPPA and PIPPA.

### **Board Liaison & Member Services**

*"Support services and initiatives promoting economic prosperity,  
improving the health and well-being of Aboriginal people since 1996."*



## Fraser Region Aboriginal Friendship Center Association.

A101-10095 Whalley Boulevard

Surrey | BC | V3T4G1

Phone: 604-595-1170

[www.frafca.org](http://www.frafca.org)

- 
- Coordinating Board, committee, and other meetings, including catering and travel, and preparing related reports, packages, and minutes.
  - Project management functions including tracking Board Governance manual development.
  - Track new memberships in a database and prepare member applications for BOD meetings monthly.
  - Responsible for membership communication, including quarterly mailouts, member recruitment & member renewal
  - Ensures newly approved members receive their membership cards;
  - Maintain Board Documents ensuring accuracy, confidentiality & thoroughness.

### QUALIFICATIONS

- Grade 12, plus 2 years of post-secondary education and 2 years of experience as an Executive Assistant.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint, Outlook, Sharepoint & Access); Intermediate skill with WordPress, Survey Monkey, Doodle poll;
- Team oriented with strong conflict resolution skills;
- Experience working in a NOT for Profit environment, and preferably with Indigenous people.
- Criminal Records & Credit check a requirement of the position;
- Physically, emotionally, and mentally able to perform the duties as outlined above; including ability to lift 40 lb boxes.

### CLOSING DATE

Open until suitable candidate is selected.

### APPLICATION PROCEDURE

Please send your (1) resume; and (2) cover letter by fax, mail, hand delivery or email marked attention, Annette Christopher, Finance Clerk.

**Email:** [hiring@fafca.org](mailto: hiring@fafca.org)

**Fax:** 604.595.1176

**SNAIL Mail:** A101-10095 Whalley Boulevard, Surrey, BC V3T4G1

### Other Instructions:

1. Identify the position code EXECASSIST in the header of your email; fax, and COVER LETTER.
2. We thank all that apply, but only those selected for interview will be contacted.

\*\*\*\*\*Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants\*\*

*"Support services and initiatives promoting economic prosperity,  
improving the health and well-being of Aboriginal people since 1996."*