



EMPLOYMENT OPPORTUNITY

Senior Administrative Assistant (Policy)

No. 2025-POL-02

Internal/External

Who we are: Located in the beautiful Okanagan Syilx territory on Westbank First Nation, First Nations Finance Authority or FNFA is a First Nations-owned and operated national not-for-profit organization that has been supporting First Nation communities across the country since 2005.

Our goal is to support First Nation member communities and organizations to realize their futures on their own terms by offering the best financing and investment options and terms to build prosperity and success for current and future generations. Learn more: www.fnfa.ca

Our organization encourages development, learning, and diversity and likes to have fun. We are a small team that works hard for our members but recognizes the importance of your time outside of office hours. Our organization is never boring - there are always new projects and initiatives to support our Indigenous communities across the country. We are passionate about seeing our member Nations prosper and success on their own terms.

Job Summary: The Senior Administrative Assistant reports to and works closely with the Strategy & Partnerships Advisor to provide administrative support and to ensure the implementation of the FNFA strategy. The Sr. Administrative Assistant prepares letters, briefing notes and reports, makes necessary travel arrangements, and liaises with FNFA Senior Executive team, staff, and other stakeholders as necessary. The incumbent is responsible for coordinating, tracking, and organizing the activities and initiatives of the Strategy & Partnerships Advisor and ensure that she is informed regarding meetings, events, commitments, and other responsibilities, including following up as necessary.

Travel for meetings and events will be required from time to time.

*Primary Job
Responsibilities:*

1. Manages the calendar of the Strategic & Partnership Advisor, including scheduling both internal and external meetings and appointments.
2. Arrange travel logistics (e.g., hotels, flights, transportation) for the Strategic & Partnership Advisor or other executives as needed.
3. Conduct research and following up on incoming issues to be addressed by the senior executive team.
4. Provide administrative support to facilitate the execution of the FNFA strategy.
5. Coordinate, track, and organize activities and initiatives, ensuring scheduled items are brought forward for follow-up, and keeping the Strategic & Partnership Advisor informed.
6. Monitor, coordinate, and report on deliverables, timelines, and action items related to high-level organizational initiatives, such as strategic and annual operating plans.
7. Act as a liaison with members of the senior management team on behalf of the Strategic & Partnership Advisor, including discussions involving highly confidential information.
8. Assist with and supporting special projects.

	<ol style="list-style-type: none"> 9. Collaborate, on behalf of the Strategic & Partnership Advisor, with staff to draft documents and presentations or to gather information. 10. Draft briefing notes, emails, letters, reports, and communiques for the Strategic & Partnership Advisor. 11. Compile meeting packages for the Strategic & Partnership Advisor, ensuring that necessary background materials and information are provided, allowing time for review prior to meetings. 12. Prepare expense and travel claims on behalf of the Strategic & Partnership Advisor or other executives as necessary. 13. Provide logistical and administrative support for designated committee meetings. 14. Meet regularly with the Strategic & Partnership Advisor to define, prioritize, and execute tasks and projects.
<i>Who Can Apply*:</i>	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> • Post-secondary diploma/degree plus 7-10 years' experience in an administrative role preferred. • A professional qualification (or willingness to obtain) such as Canadian Certified Administrative Professional (CCAP) or the Canadian Certified Administrative Professional Associate through the Association of Administrative Professionals would be considered an asset. • Superior organizational skills, and the ability to effectively manage, plan, and prioritize multiple time-sensitive tasks and changing priorities. • Strong knowledge of office procedures and practices. • Effective written and oral communication skills in English. • High degree of proficiency with office software applications, including Microsoft 365 (Word, Excel, PowerPoint, Outlook), virtual meeting platforms (e.g. MS Teams, Zoom), and collaboration platforms (e.g. SharePoint). • Accuracy and attention to detail in a fast-paced environment with multiple competing priorities. • Knowledge or experience working with First Nation communities or organizations is an asset. • Demonstrated critical thinking, research and analysis skills. • Dependable team player with effective listening and interpersonal skills. • Must be capable of maintaining confidentiality. • Ability to work collaboratively, exercise tact, critical thinking, and good judgment. • Ability to remain flexible and be willing to adapt to multiple competing priorities. • Ability to communicate in French or an Indigenous language is an asset. • Demonstrated ability to work independently, take initiative, think proactively, and prioritize work; accountable, establish and achieve goals. • Ability to travel from time to time.
<p><i>Starting Compensation:</i></p> <p><i>Benefits:</i></p> <p><i>Location:</i></p>	<p>\$65,000 - \$75,000 (dependent on qualifications and experience)</p> <ul style="list-style-type: none"> • Work/life balance - our workdays are typically 8:00 am to 4:00 pm, weekdays • Retirement contributions of 6% • 100% Employer paid extended health benefits • Generous paid time off • Employee wellness programs • Career development (FNFA believes in mentorship and professional development) <p>The successful candidate will work in the National Capital Region.</p>

<i>Duration:</i>	Full-time position
<i>Application process:</i>	<p>Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca</p> <p>We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time.</p> <p>This is a vacant position.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the <i>Canadian Human Rights Act</i>; therefore, please self-identify in your cover letter.</p>
<i>Application Deadline:</i>	Open until filled.