



huu ayah't

ANCIENT SPIRIT, MODERN MIND

**Term Position Title:** Administrative Assistant

**Term Length:** Three months with the possibility of extension

**Location:** Port Alberni and Anacla Government Office

**Salary:** Dependent on experience and education

**Authority Relationship:** Reports to Economic Development Manager

**Function and Job Summary:** The Administrative Assistant's role is to provide support to the Economic Development department. Work collaboratively to enhance **Kiixin Tours**, organize community and government staff events, and provide clerical support as need be to the Economic Development Manager.

### Key Accountabilities

- Coordinating and managing events for HFN Government and Administration including expense claims, cost allocations, event planning and coordination.
- Assisting with the negotiations for event space contracts, arranging food and beverages, ordering supplies, event signs, and audiovisual equipment, making travel arrangements, and ensuring appropriate décor to meet the quality expectations of HFN.
- Analyzing, evaluating, and approving where appropriate all billings received as a result of event planning functions.
- Providing efficient and effective administrative support to the Economic Development department, requiring strong initiative and judgment.
- Working closely with the EDM on projects while always maintaining confidentiality.
- Working with the EDM to ensure the successful and effective economic operations of the Nation.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with HFN's values, culture, and business goals.

### Job Duties:

- Works collaboratively with other HFN departments / personnel to plan and coordinate HFN events.
- Serves as a liaison with vendors on event-related matters and travel arrangements.
- Conducts research, make site visits, and find resources to help HFN make decisions about event possibilities.
- Develops and conducts surveys of attending groups to ascertain effectiveness of program message and determine preferences for future events; proposes new ideas to improve the event planning and implementation process.

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Monitors costs, benefits, and results of HFN's events.
- Evaluates, analyzes, and submits departmental quarterly budget information.
- Research
- Coordinating scheduled meetings, take minutes, and distribute to committee members.
- Offering administrative support to the Ec Dev committee and HFNDC BOD
- Follow up on inquiries
- Intake of information (reporting) from HGB
- Filing
- Writing, preparing, and formatting documents
- Makes business appointments on behalf of the EDM.
- Coordinates all airfare and accommodations for Ec Dev department.
- Prepares travel expense claims.
- Prepares routine correspondence.
- Builds relationships with key business contacts.
- Performs other related tasks that may be assigned.
- Works cooperatively as a team member with other Administrative Assistants to ensure efficient and effective coordination of required meetings.
- Performs other duties as assigned.

### **Operational Requirements:**

- Valid class 5 driver's license.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, reference checks, and education/credential verification.

### **Education and Experience Requirements:**

- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- Credentials in hospitality, business, or events
- 2+ years of experience in an economic/business/events assistant role, ideally in a First Nations government environment.
- Experience in event planning and coordination experience.
- Experience working in a First Nations environment preferred.
- Demonstrated and successful experience planning, organizing, and communicating activities.
- Excellent oral and written communication and presentation skills.
- Excellent organization and problem-solving skills.

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- Computer skills including Microsoft Word, Excel, PowerPoint, Teams and Zoom.
- Ability to promote a performance-focused environment in alignment with HFN's values, culture, and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-72 1`

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8-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y

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6N4. Please quote Administrative Support Worker Job Posting. Closing date for this position is **February 8, 2023, at 4:00 pm.**

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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. Iisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### Huu-ay-aht First Nations Values

#### PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- Iisaak
- Observe protocol and ceremony

#### HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other