



National Indigenous
Collaborative Housing Inc.

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Position Title:	Executive Assistant
Job Type/Location:	Full-Time/Work at a Distance across Canada
Salary Range:	\$ To Be Negotiated
Regular Weekly Hours:	35 hours
Created/Revised By:	J. Loucks
Created/Revised On:	June 2023
Approved By:	NICHI Executive Committee

About NICHI:

The National Indigenous Collaborative Housing Inc. (NICHI) exists to uphold and advance housing as a human right for all Indigenous Peoples living in urban, rural and northern communities from coast-to-coast-to-coast. NICHI is built on a principle of cooperation and coordination of expertise amongst members, partners, and stakeholders committed to ensuring that no Indigenous person gets left behind because of where they live. It will roll out a national Urban, Rural, Northern (URN) Indigenous Housing Strategy, bring together Indigenous-led housing providers and fill a gap as a national coordinating mechanism. NICHI will harness the extensive Indigenous housing expertise to co-design and co-deliver a national URN housing strategy, distribute resources to Indigenous housing projects and support wrap-around services. Its governance, management and operational structures will utilise the strengths exhibited by Indigenous service organisations.

Position Summary:

The Executive Assistant (EA) is responsible for providing executive level administrative support and expertise to the Chief Executive Officer as well as all NICHI staff and the Board. This position creates documents, reports and general correspondence, organises meetings/event, travel and accommodation, taking minutes, performs related duties and participates in projects as assigned. The incumbent acts as the first point of contact for NICHI, both internally and externally providing general information and responding to enquiries from Indigenous organisations, government and the general public. The EA must maintain strict confidentiality and be an extremely organized person with the ability to manage their time effectively. The incumbent must follow NICHI's Strategic Plans and adhere to the Vision, Mission and Values of the organisation.

Reporting:

This position reports to the Chief Executive Officer but will regularly assist and support the efforts of the Executive Committee and the NICHl Board of Directors as required/requested.

Responsibilities:

- Providing support to the Chief Executive Officer as the administrative point of contact
- Acting as liaison with the Board of Directors on behalf of the CEO including the Executive Committee and other Committees.
- Developing and maintaining an efficient and accurate electronic filing and record-keeping system
- Preparing meeting Agendas, Minutes and other material as needed for the Executive Committee, Board of Directors, CEO and other members of the senior management team
- Assisting in the preparation of internal/external correspondence, reports and other documents; proofs and edits final copy to ensure accuracy and completeness.
- General management of the NICHl website including working with the Communications Consultant in writing draft content for the website and social media channels
- Assisting in the planning of the Annual General Meeting as well as any Special Meetings called by the Board.
- Calendar management for the CEO
- Overseeing the administration and maintenance of NICHl assets including an up-to-date inventory record and support to staff working at a distance requiring equipment or supplies.
- Undertaking travel arrangements, as requested/required, for the CEO and members of the Board, including reviewing invoices for completeness prior to submission to the Director of Finance
- Screen and direct incoming calls, emails and correspondence with distribution to the appropriate staff or members of the Board.
- Maintain a high level of discretion and confidentiality.

Requirements

- College diploma in Business or Administrative program or a related field.
- Minimum three years relevant experience in administrative support at a senior executive level
- Excellent clerical and administrative skills with knowledge of standard office practices and procedures
- Exceptional computer skills with an in-depth knowledge of relevant software programs such as MS Office Suite, Word, Excel, etc as well as other operational systems
- A combination of education, training, or work experience which NICHl deems to be equivalent and;
- Valid Driver's License and CPIC

Knowledge, Skills and Abilities

- Strong ability to communicate both in writing and orally using multiple channels with a variety of stakeholders both internal and external to NICHl
- Familiarity with the workings of government departments and agencies
- Exceptional inter-personal, organisational and analytical skills
- Excellent liaison and networking skills
- Ability to work as an individual, at a distance and as part of a team
- Well-developed interpersonal, public relations and relationship building skills
- Proven ability to work with people of diverse education, Indigenous cultural backgrounds and language requirements

- Excellent organisational, time management and file management skills
- Exhibits a high degree of initiative and self-direction
- Strong attention to detail
- Proactive problem solver with excellent conflict resolution skills

Personal Attributes

- Be an empathetic and non-judgemental person
- Be honest, respectful, and trustworthy
- Be a team player
- Must possess and demonstrate Indigenous cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate a sound work ethic

Working Conditions

- Working at a distance in a hybrid working environment
- Extended periods of concentration
- Interaction with senior management, the NICHl Board and the Indigenous housing community
- Working with tight deadlines, specifically with regard to producing reports and other materials
- Occasional overtime or requirement to work in the evenings
- Attend quarterly face-to-face management team and Board meetings requiring travel to various locations across Canada.

Acknowledgement and Agreement:

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have read, understand and accept the requirements as identified in the job description for Executive Assistant, National Indigenous Collaborative Housing Inc. (NICHl). I agree to perform all activities including those that may be assigned to me. I further understand and accept that failure to perform the duties as required may result in discipline up to and including termination of my employment with NICHl.

Employee (Print Name)

Date

Employee Signature

Chief Executive Officer Signature

Date