

Job Description

Executive Assistant

Position Created on:

JD Modified on: July 2026

Type of Position: Part-Time (approx. 20-24 hours per week)

Place of Work: Remote

Funded by: n/a

Salary Range: \$36,500-\$39,500 (based on part-time hours)

Reports to: Executive Director

Coordinates: No

Supervises: No

Travel Required: No

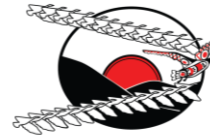
Purpose

The Executive Assistant to the Executive Director is responsible for a wide variety of duties to support the BCA AFC Executive Director and other senior leadership. Responsibilities include drafting communications, reports and recording minutes and actions, scheduling and planning of meetings and events. The position will assist in providing analysis of complex issues, drafting letters and briefing notes, information packages, communiques, and reports. This position requires maintaining positive relationships with the Executive Director, member centres, key stakeholders including government and other partner organizations. The role requires skills and strength with internal/external communication and relationship building with the ability to be flexible with their time. Please note: this is not an entry-level or junior position, and the ideal candidate is a seasoned professional with proven years of experience supporting an Executive Director, CEO, or other similar role.

Duties Include

Executive Support and Administration

- Manage the Executive Director's calendar, appointments, and scheduling priorities.
- Coordinate meetings, travel arrangements, accommodations, and itineraries.
- Prepare briefing notes, reports, presentations, and background materials.



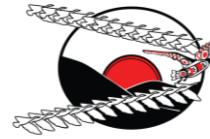
- Track deadlines, commitments, and follow-up actions on behalf of the Executive Director.
- Screen and prioritize correspondence, inquiries, and requests.
- Maintain confidential records and sensitive information.
- Anticipate administrative needs and proactively resolve issues.
- Support the Executive Director in managing competing priorities and emerging issues.

Communications and Stakeholder Relations

- Draft correspondence, communications, reports, and organizational materials.
- Serve as a professional point of contact for internal and external stakeholders.
- Liaise with member organizations, funders, government representatives, community partners, and service providers.
- Coordinate information sharing and communication between the Executive Director and stakeholders.
- Assist in the preparation of presentations, speaking notes, briefing materials, and announcements.
- Maintain positive and professional relationships on behalf of the organization.
- Respond to inquiries and requests in a timely and professional manner.

Meeting and Event Management

- Working with the Operations team in advance of internal and external meetings, workshops, conferences, and events.
- Collaborate with members of the Operations team on meeting logistics including venues, virtual meeting platforms, travel, accommodations, catering.
- Ensure receipt of agendas, meeting packages, and presentation materials.
- Record meeting notes and action items as required.
- Monitor follow-up activities arising from meetings and events.

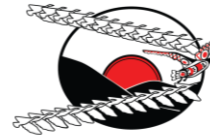


Skills and Abilities

- Preparing presentations, documents, and other reports
- Knowledge and understanding of BCAAFC's issues, mandate, organizational structure and the Friendship Centre Movement
- Strong understanding and analysis of issues related to urban Indigenous people
- Strong written and verbal communication skills
- Good working knowledge of Microsoft Office and SharePoint & mobile applications
- Creative and strong problem-solving skills
- Able to produce clear minutes & actions for all BCAAFC meetings
- Driven to meet or exceed expectations, takes initiatives, and driven to meet deadlines
- Resourcefulness and flexibility
- Ethics and integrity, working with confidential materials and information
- Strong interpersonal skill
- Extensive knowledge and understanding of BC Indigenous, First Nations and Métis cultures and history with a demonstrated knowledge of cultural awareness, humility, and ensuring cultural safety.
- Ability to juggle multiple tasks with superb accuracy.
- Extensive computer and software skills – including Word, Excel, PowerPoint, SharePoint, One Drive

Qualifications

- Excellent time management and organizational skills
- Demonstrated ability to take initiative and work effectively with limited supervision in fast paced and high-pressure environment
- Ability to exercise discretion and maintain strict confidentiality
- Interest and knowledge of both the non-profit sector and the urban Indigenous community
- Minimum of 4 years' experience as Executive Assistant or providing executive level support



BC Association of Aboriginal
Friendship Centres

BCAAFC

- Business level writing capacity – ability to prepare professional reports, meeting notes, presentations, and meeting summaries for review
- Ensure required briefing materials received by members of staff for review by the Executive Director
- Experience managing multiple files – project management would be an asset
- Experience working in the non-profit sector
- Ability to handle a variety of different personalities with ease
- Experience working with Indigenous communities and/or urban Indigenous service organization

Research confirms that women and BIPOC individuals are less likely to apply for positions if they don't meet all of the listed qualifications. We believe that hiring for organizational culture and fit is important, and so we strongly encourage women and BIPOC individuals that may not have all listed qualifications and experience to apply.

Please send resume and cover letter to:
dproudfoot@bcaafc.com

SUBJECT LINE MUST INCLUDE: Executive Assistant Position

DEADLINE: Wednesday, August 19, 2026, 4:00pm PST
(Only shortlisted candidates will be contacted)

Pursuant to section 41 of the BC Human Rights Code, preference will be given to qualified applicants of Indigenous ancestry.

BC Association of Aboriginal Friendship Centres

551 Chatham St | Victoria, BC | V8T 1E1 | www.bcaafc.com
(Office) 250-388-5522 or 1-800-990-2432 | (Fax) 250-388-5502