

## FVWC Executive Assistant

### Job Details

Job Title: Executive Assistant

Job Type: 1 year term-employee. 0.80 FTE (32 hours per week). Possibility of renewal.

Preferred start date: As soon as possible

Reporting Relationship: Operations Manager

# Positions Available: 1

Compensation Range: \$28.00 to \$32.00 per hour - Exact rate will be reflective of the successful candidates experience and skillsets. Cellphone allowance and ability to influence a flexible schedule.

### How to Apply and Application Information

#### 1. Prepare your application.

- Read through the job description (in the following pages) to ensure you meet the requirements and eligibility criteria.
- Prepare your application. In your cover letter and resume we strongly recommend you clearly outline how you meet the requirements and eligibility criteria.
- Preference will be given to candidates local to the Fraser Valley Regional District area (which includes candidates local to Hope, Chilliwack, Abbotsford, Mission and electoral areas).

#### 2. Submit your application.

- **Applications will be accepted until the position is filled.**
- Please email a resume and cover letter to: [rachel@fvwc.ca](mailto:rachel@fvwc.ca)
- Please title the email "*Executive Assistant- Job Application (your name)*" in the subject line.
- Hard-copy and/or late resumes will not be accepted.

#### 3. If you are selected.... advancing to the interview stage.

- Not all applicants will be contacted to advance to the next stage of the interview process.
- Applicants who meet the criteria may be selected for an interview need to be available for an in-person interview.

We thank all applicants who take the time to apply for this position.  
Only applicants short-listed for the interview process will be contacted.

## Job Description

|                                |   |                |
|--------------------------------|---|----------------|
| Job Title: Executive Assistant | Reporting Relationship: Operations Manager  | # Positions: 1 |
| Scope of Position:             | <p>The Executive Assistant role is central to streamlining the administrative functions of the organization, ensuring operational efficiency, and enabling leadership staff to concentrate on strategic objectives. This position demands a proactive approach to coordinating communication and maintaining the utmost confidentiality with sensitive information. The role requires <b>high proficiency in Microsoft Office Suite</b>, content management systems, and digital communication platforms. A successful candidate will demonstrate adeptness in organizing workflows, <b>managing financial documentation</b>, and adapting to fluctuating work volumes, all while upholding a commitment to our organization's conservation values. With a focus on collaborative teamwork, the Executive Assistant will be pivotal in fostering an organized and effective work environment.</p> |                |
| Employment Type:               | <ul style="list-style-type: none"> <li>• Term-Employee</li> <li>• One Year agreement with possibility of renewal.</li> </ul>  |                |

## Key Duties & Responsibilities

|                                |   |
|--------------------------------|---|
| Administrative Support         | <ul style="list-style-type: none"> <li>• <b>Develop, manage, and update information within databases.</b></li> <li>• Coordinate and plan Board of Director meetings</li> <li>• Plan and support Annual General Meetings</li> <li>• Handle daily administrative tasks such as screening and distributing correspondence, drafting emails and letters, and filing and organizing documents.</li> <li>• Oversee office supplies and ensure the maintenance of office equipment.</li> </ul>     |
| Communication                  | <ul style="list-style-type: none"> <li>• <b>Draft and prepare meeting minutes, reports, presentations, and briefing materials for meetings and internal communication.</b></li> <li>• Serve as the primary point of contact between leadership staff and internal/external stakeholder, organization members, volunteers and respond to general inquiries from the public.</li> <li>• Manage incoming and outgoing communication, ensuring confidentiality and timely responses.</li> </ul> |
| Meeting and Event Coordination | <ul style="list-style-type: none"> <li>• Organize logistics for internal and external meetings, including venue selection, catering, and technical setup.</li> </ul>  |

|                                 |  |
|---------------------------------|--|
| Financial Management            | <ul style="list-style-type: none"> <li>• Complete bank account reconciliation</li> <li>• Assist with batch and cheque payment support</li> <li>• Assist in reviewing general ledgers, preparing tax receipts and charity returns</li> <li>• Track organizational revenue and expenses</li> <li>• Monitor and report on the processes of outgoing payments and incoming funds.</li> <li>• Assist with budget tracking and financial record-keeping.</li> <li>• Secure contributions and spearhead fundraising initiatives.</li> </ul> |
| Research and Project Management | <ul style="list-style-type: none"> <li>• Support project management activities, including timeline tracking and coordination of resources.</li> </ul>  |
| Confidentiality and Discretion  | <ul style="list-style-type: none"> <li>• Organize and maintain files and databases in a confidential manner, respecting privacy, and security protocols.</li> <li>• Uphold a high level of discretion and confidentiality regarding all aspects of the role.</li> </ul>  |
| Flexibility and Problem-Solving | <ul style="list-style-type: none"> <li>• Adapt to changing priorities and schedules, demonstrating flexibility in meeting the needs of the senior staff.</li> <li>• Employ problem-solving skills to address challenges and streamline processes for efficiency.</li> </ul>  |
| Website & Social Marketing      | <ul style="list-style-type: none"> <li>• Assist in the upkeep and content management of the website and various social media channels.</li> </ul>  |

## Experience & Education

- **A minimum of three years of prior experience in a comparable position is required.**
- Candidates should possess a degree or have undergone training in communications, administration, and data management or a certificate or diploma in Office Administration.
- A combination of equivalent education and experience will be considered.
- **Proficient in utilizing the comprehensive Microsoft Office Suite, especially Microsoft 365, with a strong emphasis on mastery of MS Word, Outlook, Publisher, PowerPoint, and Excel.**
- Demonstrated experience in fostering collaborative environments through effective use of SharePoint for information sharing and coordination, along with other project scheduling platforms.
- **Proficient in web content administration using platforms like WordPress or similar content management systems.**
- Expertise in digital marketing tools, evidenced by proficiency with Mailchimp and various social media content development and management tools.
- **Proven expertise in monitoring expenditures and revenues.**

## Skills & Abilities

- Demonstrated ability to create and refine organizational processes and document management systems.
- Adaptable and collaborative, ready to embrace change and transform obstacles into opportunities.
- Skilled at prioritizing tasks effectively to manage daily responsibilities.
- Competent at delivering results within tight deadlines in a **dynamic, fast-paced** environment.
- Resilient and efficient, especially during peak seasonal workloads and amidst shifting priorities.
- Exceptional organizational and time management abilities, with a track record of maintaining order and efficiency.
- A collaborative team member who excels in a team-based environment, contributing to a harmonious and productive team dynamic.

## Core Competencies

- Customer Focus – Building strong customer relationships and delivering customer-centric solutions.
- Decision Quality – making good and extremely decisions that keep the organization moving forward.
- Optimizes Work Processes – Knowing the most effective and efficient processes to get things done with a focus on continuous improvement.
- Values Differences – Recognizing the value that different perspectives and cultures bring to an organization.
- Communicates Effectively – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Situational Adaptability – Adapting approach and demeanor in real time to match the shifting demands of different situations.
- Instills Trust – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Indigenous Relations & Cultural Agility - Cultural agility is the ability to work respectfully, knowledgeably, and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness to create a sense of safety for all.

## Other Requirements

- Successful completion of a Police Information Check with the vulnerable sector.
- Valid Class 5 BC driver's licence and/or valid BC CLASS 7 driver's license ("N")
- A keen interest in regional environmental conservation matters.
- Maintain, promote, and enhance the company's Health and Safety practices, audits, and procedures (i.e. WHMIS, Health and Safety Policies).
- Every employee is responsible for ensuring the safest and most efficient work environment for all employees. All employees are responsible for alerting supervisors and managers of any safety hazards that require immediate attention, as you may observe or discover them at any time.

## Working Conditions

- Office Environment: This role is primarily situated in a fast-paced office setting. The Executive Assistant will need to have a **home office workspace**, expect to work from shared office space (weekly) and attend meetings in person across the Fraser valley.



Fraser Valley Watersheds Coalition  
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- **Work Hours:** This 32 hour per week position will work on average 4 days per week between the hours of 8:00am – 4:00pm. However, given the nature of the role in supporting executives, occasional early morning, evening, or weekend work may be required to meet deadlines, participate in key events or handle urgent matters.
- **Travel Requirements:** There may be travel for off-site meetings or events requiring flexibility and the ability to work effectively while moving.
- **Physical Demands:** The role involves standard office work, including sitting for extended periods, using a computer, and attending meetings. It may occasionally require lifting materials or supplies weighing up to 20 pounds.
- **Mental Demands:** The Executive Assistant must maintain high concentration levels while managing multiple tasks simultaneously. The role requires problem-solving, decision-making, and dealing with complex situations under pressure.
- **Confidentiality:** A significant aspect of the working conditions involves handling sensitive and confidential information. The Executive Assistant must always uphold privacy and confidentiality standards.

## ABOUT FVWC

### Diversity and Inclusion Statement

The Fraser Valley Watersheds Coalition (FVWC) provides an equitable work environment for staff, contractors, volunteers, partners, and members. The FVWC does not advocate, support, or practice unlawful discrimination based on race, religion, age, national origin, status, language, sex, sexual preference, or disability for all its operational and organizational activities.

### Land Acknowledgement

The Fraser Valley Watersheds Coalition operates across the Fraser Valley, known as S'ólh Téméxw, the unceded traditional territories of the Stó:lô and Coast Salish First Nations. We value the opportunity to work with Indigenous People on these lands to enhance natural watershed resilience and togetherness for the future.

### About the Fraser Valley Watersheds Coalition

We are a charitable organization that believes healthy watersheds provide the foundation for healthy communities. Our Mission is to foster watershed stewardship in the Fraser Valley through Science, collaboration, community support, and active habitat/watershed/ecosystem restoration. Our purpose is to organize and participate in environmental projects designed to conserve, protect, and restore watersheds in the Fraser Valley; increase community understandings about Fraser Valley watersheds by providing seminars and training on watershed management; and undertake activities ancillary and incidental to the attainment of the charitable purposes.

