

**LEGAL SERVICES SOCIETY
EXEMPT POSTING**

TO: LSS STAFF
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: EXECUTIVE ASSISTANT, INDIGENOUS SERVICES – VANCOUVER
ONE REGULAR FULL-TIME POSITION
COMPETITION NO: E025-18
DATE POSTED: June 1, 2018
CLOSING DATE: June 15, 2018
STARTING DATE: ASAP
SALARY: As per the Excluded Administrative Salary

Preference will be given to applicants of aboriginal ancestry that meet the requirements for the position.

ROLE OVERVIEW:

Reporting to the Vice President, Indigenous Services, this position provides confidential secretarial services and administrative support, and liaises with vice presidents, managers and other staff on behalf of the Vice President. The Executive Assistant maintains and updates records and filing systems; establishes work priorities and responds to urgent requests; and ensures that office systems and methods are consistent with established Society administrative systems and standards. The Executive Assistant also acts for or provides support to the Executive Assistant to the Chief Executive Officer (CEO) as required.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

KEY ACCOUNTABILITIES:

- Provides all secretarial support requirements to the Vice President, Indigenous Services, including typing correspondence and reports; opens, screens and circulates mail and identifies and obtains related background information for attachments.
- Prepares confidential and sensitive correspondence, reports, memos and submissions for the Vice President, CEO, Board and various committees.
- Prepares notices of meetings, agendas and supporting materials; attends meetings and takes minutes; distributes reference materials to meeting participants as required.
- Monitors divisional expenditures and ensures appropriate account allocation; investigates variances and notifies the Vice President of potential cost overruns; assists in annual budget preparation.
- Reviews, develops, recommends and implements new and improved office methods, procedures and systems to improve efficiency and accommodate divisional requirements.
- Participates in divisional strategic and tactical planning processes.
- Provides information and assistance and explains and interprets divisional policies and procedures to a variety of internal and external contacts.
- Maintains employee vacation and absentee records.
- Screens incoming telephone calls and greets visitors; ascertains the nature of enquiries and provides responses or redirects as appropriate.
- Maintains and updates office filing systems; maintains a variety of files and records.
- Arranges appointments, meetings and travel arrangements; books meeting rooms and arranges for required equipment and catering.
- Establishes work priorities and responds to urgent requests; composes correspondence on own initiative as appropriate; formats and proofreads reports.
- Ensures consistency with the Society's established administrative work methods, systems and standards.
- Liaises between the Vice President and other divisional staff.
- Carries out special projects at the request of the Vice President.
- Coordinates with the Executive Assistant to the CEO regarding delivery of confidential materials of the Board of Directors and various committees.
- As required, acts for or provides support to the Executive Assistant to the CEO and Corporate Secretary to the Board of Directors.

QUALIFICATIONS:

Education and Experience

- High school graduation supplemented by commercial or business school training
- Minimum of five years' sound administrative and secretarial experience
- Or an equivalent combination of training and experience

Technical Competencies

- Strong understanding of Indigenous issues, cultures as well as Indigenous community groups and agencies.
- Good knowledge of office administration procedures.
- Good standard of minute-taking skills.
- Working knowledge of Board protocol, procedures and policies.
- Working knowledge of divisional operations, programs, services, policies and procedures.
- Working knowledge of the legal environment.
- Advanced skill in the use of word-processing, spreadsheet and graphics software, and in the creation and manipulation of databases.
- Excellent grammar and composition skills.
- Excellent interpersonal skills.
- Excellent problem solving skills.
- Good administrative skills.
- Ability to communicate and relate to Indigenous people and their communities, with sensitivity to cultural and Tribal/Nation differences.
- Familiar with the structure and history of Indigenous communities within BC.
- Ability to prepare reports.
- Ability to establish and maintain effective working relationships with directors, senior managers, divisional staff and relevant external contacts.
- Ability to deal tactfully and professionally with sensitive and confidential information.
- Ability to work with little supervision and to function under pressure.
- Ability to meet multiple service demands simultaneously.
- Ability to take initiative, exercise flexibility, balance changing priorities, and effectively accommodate changing situations.
- Ability to develop and implement new and improved office methods, systems and procedures which meet the needs of the division.

This competition requires the candidate to complete the following tests:

- **Typing 50 wpm**
- **MS Office (Outlook, Word, Excel, PowerPoint)**

We offer (based on your employment status and affiliation):

- A competitive salary
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition No: E025-18
400- 510 Burrard Street
Vancouver, BC V6C 3A8
E-mail address: resumes@lss.bc.ca
VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted.

The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.