

# **Stl'atl'imx Tribal Police Board**

## **Executive Assistant**

### ***Advertisement***

The Stl'atl'imx Tribal Police Board is seeking the contracted services of an Executive Assistant to provide administrative services to the Stl'atl'imx Tribal Police Board.

The Stl'atl'imx Tribal Police Board Executive Assistant is responsible for providing administrative and other support to the Stl'atl'imx Tribal Police Board (The Board). This is a busy, high-profile position that demands the utmost professionalism, confidentiality, confidence in decision-making, and the ability to prioritize and be adaptable to constantly changing demands. The Board Executive Assistant must be able to handle sensitive and confidential matters and exercise a high degree of tact, diplomacy, and discretion.

The Board's Executive Assistant will be provided with the necessary equipment to work remotely. However, they must be willing to attend meetings within any of the St'at'imc Communities as required. This is a *'work from home'* position so candidates must have the ability to do so.

A successful candidate must be willing to provide these services for a minimum of one year, with an automatic renewal on a yearly basis.

**Work Hours:** 50 hours per month, weekday hours but some flexibility is required.

**Pay Rate:** \$40/hr - \$70/hr (based on experience and qualifications)

**Closing Date:** February 27, 2026

### **Duties & Responsibilities**

The Executive Assistant:

1. Liaises with and between the Board Chair, the Chief Officer and Board members to support effective Board governance of STPS.
2. Supports the Board (and, as required, represents the position of the Board) in managing various relationships with STPS, St'at'imc Chiefs Council, and other internal and external stakeholders and partners.
3. Coordinates the administration of the orientation, onboarding, and professional development program for all Board members.
5. Together with the Board Chair and the Chief Officer, creates and maintains the Board's calendar.

6. Attends all Board and committee meetings, ensures proper meeting minutes are recorded and maintains attendance records.
7. Supports the Board's governance needs and priorities, including developing practices and policies, annual reports, and budgets.
8. Oversees the Board's public communications, including media relations, website maintenance, webcasting of Board meetings, and social media information
9. Responds to and coordinates all Board correspondence, both incoming and outgoing.
10. Maintains custody and control of Board records.
11. Coordinates and manages the process for Board service or policy complaints, including issuing correspondence at the direction of the Board.
12. Carries out any other appropriate duties and responsibilities as assigned by the Board.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Required:**

- Extensive working experience using Outlook, Word, Excel, Teams, PowerPoint, and Zoom.
- Must have filing skills in electronic and paper records and documents
- Experience with Human Resources plans, documentation, and filing
- Demonstrated ability to communicate effectively both verbally and in writing. ● Demonstrated ability to establish and maintain effective working relationships in a team environment.
- Demonstrated ability to handle public enquiries effectively and professionally.
- Strong interpersonal and organizational skills.
- Demonstrated ability to work independently with little supervision.
- Demonstrated ability to meet tight deadlines and multi-task in a busy, dynamic environment with changing priorities.
- Demonstrated ability to maintain the highest degree of confidentiality and ensure the privacy of individuals that require support and services from the Support Services Division.

### **Preferred:**

- Knowledgeable of aboriginal organizations and culture.
- Knowledge of law enforcement practices and procedures.

## **EXPERIENCE**

### **Required:**

- Minimum five years of experience in a professional office environment.
  - Two years of experience as an administrative assistant or similar role. •
- Knowledge of financial information, documents, and budgets.

### **Preferred:**

- Working experience as an executive assistant within an organization. • Experience as an administrative or executive assistant in a law enforcement agency.

## **EDUCATION**

### **Required:**

- Completion of Grade 12 or equivalent.
- Administrative & Secretarial education and/or training or relevant experience as an Executive Administrative Assistant.

### **Preferred:**

- Certificate or diploma in an administrative management program.
- Knowledge of financial information, documents, and budgets.

## **Other Requirements**

- Valid BC Driver's license.
- All Contractors must maintain their enhanced security clearance while under contract to the Board, which will be renewed on a yearly basis or as required.

## **Selection Process:**

- Short-listed applicant candidates may be required to undergo verbal assessment/evaluation as a part of the selection process.
- Employment reference checks and an enhanced security check will be required prior to an offer of employment being made.

## Application Process

Interested candidates are welcome to apply for this position by submitting their CV, complete with a cover letter, to the following address:

**Ms. Pam Lancaster**  
**Stl'atl'imx Tribal Police Service**  
21 Scotchman Road  
PO Box #488  
Lillooet, BC, V0K 1V0

or via email: [ray.bernoties@stlatlimxpolice.ca](mailto:ray.bernoties@stlatlimxpolice.ca)