

**Executive Assistant**  
Finance and Special Projects

NEC Native Education College is the largest private Indigenous College in Vancouver and also works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through offering programs to lead employment and higher learning. NEC is seeking an **Executive Assistant of Finance and Special Projects** to support the administrative work of the college and governance.

**Position Summary:**

The Executive Assistant of Finance and Special Projects works with the President and Senior Management team in moving organizational objectives forward. This post oversees administrative duties related to the planning and implementation of: special projects, strategic plan, fiscal planning, and private and public college events.

- Providing executive support in areas such as: planning and delivering on events related to carrying strategic goals forward
- Carrying out the researching, compiling information, and implementation of new systems that will support the strategic goals. Creating information packages to senior management team for review
- Providing timely project management support to teams in delivering on special projects
- Liaise with project stakeholders and offer support and information related to events and special projects
- Planning for internal and external NEC events that support our mission, goals, students such as Graduation, Welcoming Ceremony, Winter Gathering, Gala, etc.
- Human resources support in posting and managing job vacancies, interviews, and placements
- Oversight on NEC rentals and financial tracking

**Qualifications:**

Any combination of education and work experience as follows will be considered.

- Diploma in business administration or public administration, and 5 years of senior administrative experience
- Experience in supervision, human resource management, and financial management
- Demonstrated time management skills to work creatively and flexibly to meet goals and deadlines and support others in meeting goals
- Demonstrated ability to apply tact and discretion in preparing, disclosing, and handling information of a confidential and/or sensitive nature
- Ability to work independently and resolve administrative issues/problems
- Experience working in an educational or non-profit governance

**Terms:**

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. NEC encourages members of equity seeking groups to apply. Preference will be given to qualified Indigenous applicants.

<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Start Date:</b>	Early 2023
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	\$45,000 to \$65,000 per year, based on experience

Please submit your resume and a cover letter outlining your interest and detailing how you meet the above qualifications. NEC encourages individuals from equity-seeking groups to apply. Only short-listed applicants will be contacted. Address your application to:

Executive Assistant Search  
Native Education College

Email: [info@necvancouver.org](mailto:info@necvancouver.org)