

# Nîkanêse Wah tzee

## Ensuring Caribou Futures

### Job Posting: Executive Assistant

The [Nîkanêse Wah tzee Stewardship Society](#) (“NWSS”) is an Indigenous-led not-for-profit organization, incorporated in Fort St. John, BC. The NWSS is a joint project of Saulneau First Nations and West Moberly First Nations. The NWSS focuses on recovery of mountain caribou, healing the land and rekindling cultural connections. We are a world-leading model of Indigenous-led conservation, guided by traditional and western knowledge. Our two key programs are our caribou maternity pen, and our habitat restoration program. The Society is seeking a part-time Executive Assistant to support the Executive Director.

#### Responsibilities:

- Managing calendars, schedules and meeting coordination
- Maintaining file management systems
- Supporting recruitment and on-boarding
- Assisting with monthly board meetings (on-line and in person)
- Preparing presentations, including formatting budget information
- Managing travel arrangements and managing logistics
- Tracking deadlines and deliverables
- Responding to inquiries, drafting correspondence
- Logistical support for maternity pen capture week and visiting delegations
- Basic research to support NWSS administration
- Identifying and implementing process improvements to enhance efficiency
- Tracking expenses and preparing simple financial reports
- Supporting annual budget processes and grant reporting requirements
- Other duties as assigned

#### Skills/Qualifications

- At least three years of administrative experience in business, non-profit, or academic environments
- Strong verbal and written communication skills
- Self-aware, with act, diplomacy, and relationship-building ability
- Proven ability to manage confidential information and navigate organizational dynamics
- Strong organizational and time management skills, ability to prioritize tasks effectively
- Problem-solver and team-builder, good sense of humour and ability to self-regulate
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint, Teams) and Adobe Acrobat/Creative Cloud
- Experience with bookkeeping and/or budgeting; experience with QBO an asset
- Understanding of financial planning principles in a non-profit environment, with ability to prepare budget summaries for grant reporting
- Flexible, able to work independently with minimal direction and know when to seek further guidance

- Enthusiastic about the NWSS mission
- Fluency in English required

It is also helpful if you:

- Have experience in the conservation/environment/wildlife field
- Have experience working with Indigenous organizations
- Are in or near Treaty 8 territory
- Have knowledge of the cultural beliefs and Treaty rights of all Treaty 8 members (or willingness to learn and understand)

The NWSS maintains a small office in Mackenzie, BC, but most of our staff and key contractors work virtually. We are flexible as to your location. Some travel will be required; you will need a valid driver's license.

This is a part-time position, three days a week. Pay is \$35 an hour, plus pro-rated benefits after first three months. NWSS provides include health, dental and vision benefits and a paid time-off package. In addition to paid closures for the 11 statutory holidays in B.C., we also offer Easter Monday, National Indigenous Peoples Day (June 21) and Boxing Day as paid time off. We also close operations for a paid two-week period during the winter holidays.

NWSS operates on a "Bring Your Own Device" basis. Employees provide their own cellphones, internet access, and computers/peripherals, and are compensated \$50 per month for their cell phones, \$50 per month total for computers and peripherals (includes desktop, laptop, tablet, monitor etc.) and \$50 per month for internet (where applicable). These expenses are included in payroll, no receipts required.

NWSS policy is that the first six months of employment are considered probationary.

### **Application Process**

If you are interested in joining our team, please email your resume and cover letter to [info@cariboufutures.ca](mailto:info@cariboufutures.ca) by October 11, 2025. This position will remain open until filled, but priority will be given to applications received by the deadline. References, education and credential verifications, and a Police Information Check may be required for final candidates.

NWSS provides equal employment opportunities to all, per the BC Human Rights Code. If you require accommodations during the selection process, please inform us when contacted for an interview.

Please note that this position is open only to individuals who are legally authorized to work in Canada. Relocation assistance is not available for this role.

We appreciate all applications; however, only those selected for an interview will be contacted.