



## EMPLOYMENT OPPORTUNITY

### Senior Office and Administrative Assistant (Policy)

No. 2026-POL-01  
Internal/External



*Who we are:* **First Nations Finance Authority (FNFA) is consistently recognized as one of British Columbia's Top Employers**

FNFA is the only First Nation-led organization in the world leveraging private capital for a pooled-borrowing model of Nations to finance projects that build strong, healthy, and prosperous communities for generations to come.

We are a First Nations-led non-profit, financial services corporation mandated under the *First Nations Fiscal Management Act* (2005) providing affordable financing, investment management, and capital advisory services to First Nations communities in Canada. FNFA does not rely on federal government funding and is self-sufficient.

From clean energy projects to schools for our children and housing for our Elders, priorities being undertaken by FNFA's First Nation members, are creating good jobs while contributing to Canada's economy. Learn more: [www.fnfa.ca](http://www.fnfa.ca).

*Job Summary:* The Senior Office and Administrative Assistant reports to and works closely with the VP, Partnerships, Strategy & Public Affairs and plays an important role in the efficient and smooth operation of FNFA's daily administrative functions. This position provides high-level administrative support to the VP, Partnerships, Strategy & Public Affairs, as well as providing office support services to the Ottawa staff and leadership, helping to maintain a professional, organized, and welcoming workplace. This position prepares PowerPoint presentations, letters, briefing notes, makes necessary travel arrangements, and liaises with FNFA Senior Executive team, staff, and other stakeholders as necessary. The incumbent is responsible for coordinating, tracking, and organizing the activities, policy related events and initiatives of the VP, Partnerships, Strategy & Public Affairs and ensures that she is informed regarding meetings, events, commitments, and other responsibilities, including following up as necessary.

This position is a hybrid position. (Located in the National Capital region.) Travel for meetings and events will be required from time to time.

- Primary Job Responsibilities:*
1. Manages the calendar of the VP, Partnerships, Strategy & Public Affairs, including scheduling both internal and external meetings and appointments.
  2. Supports travel logistics (e.g., hotels, flights, transportation) for the VP, Partnerships, Strategy & Public Affairs or other executives as needed.
  3. Conducts research and following up on incoming issues to be addressed by the senior executive team.
  4. Provides administrative support to facilitate the execution of the FNFA strategy.
  5. Coordinates, tracks, and organizes activities and initiatives, ensuring scheduled items are brought forward for follow-up, and keeping the VP, Partnerships, Strategy & Public Affairs informed.

6. Monitors, coordinates, and reports on deliverables, timelines, and action items related to high-level organizational initiatives, such as strategic and annual operating plans.
7. Acts as a liaison with members of the senior management team on behalf of the VP, Partnerships, Strategy & Public Affairs, including discussions involving highly confidential information.
8. Assists with and supports admin and logistics for special projects.
9. Collaborates, on behalf of the VP, Partnerships, Strategy & Public Affairs, with staff to draft documents and presentations or to gather information.
10. Drafts PPTs, briefing notes, emails, letters, reports, and communiques for the VP, Partnerships, Strategy & Public Affairs.
11. Compiles meeting packages for the VP, Partnerships, Strategy & Public Affairs ensuring that necessary background materials and information are provided, allowing time for review prior to meetings.
12. Prepares expense and travel claims on behalf of the VP, Partnerships, Strategy & Public Affairs or other executives as necessary.
13. Provides logistical and administrative support for designated committee meetings.
14. Meets regularly with the VP, Partnerships, Strategy & Public Affairs to define, prioritize, and execute tasks and projects.
15. Other duties shall be assigned as required.

*Who Can Apply\*:* The ideal candidate will have:

- Post-secondary diploma/degree plus 7-10 years' experience in a senior administrative role preferred.
- A professional qualification (or willingness to obtain) such as Canadian Certified Administrative Professional (CCAP) or the Canadian Certified Administrative Professional Associate through the Association of Administrative Professionals would be considered an asset.
- Superior organizational skills, and the ability to effectively manage, plan, and prioritize multiple time-sensitive tasks and changing priorities.
- Strong knowledge of office procedures and practices.
- Effective written and oral communication skills in English.
- High degree of proficiency and experience with office software applications, including Microsoft 365 (Word, Excel, PowerPoint, Outlook), virtual meeting platforms (e.g. MS Teams, Zoom), and collaboration platforms (e.g. SharePoint).
- Accuracy and attention to detail in a fast-paced environment with multiple competing priorities.
- Knowledge or experience working with First Nation communities or organizations is an asset.
- Demonstrated critical thinking, research and analysis skills.
- Dependable team player with effective listening and interpersonal skills.
- Must be capable of maintaining confidentiality.
- Ability to work collaboratively, exercise tact, critical thinking, and good judgment.
- Ability to remain flexible and be willing to adapt to multiple competing priorities.
- Ability to communicate in French or an Indigenous language is an asset.
- Demonstrated ability to work independently, take initiative, think proactively, and prioritize work; accountable, establish and achieve goals.
- Ability to travel from time to time.

*Starting Compensation:* **\$75,600 - \$84,500** (dependent on qualifications and experience)

<p><i>Benefits:</i></p> <p><i>Location:</i></p>	<ul style="list-style-type: none"> <li>• Work/life balance - our workdays are typically 8:00 am to 4:00 pm, weekdays</li> <li>• Retirement contributions of 6%</li> <li>• 100% Employer paid extended health benefits</li> <li>• Generous paid time off</li> <li>• Employee wellness programs</li> <li>• Career development (FNFA believes in mentorship and professional development)</li> </ul> <p>The successful candidate will work in the National Capital Region.</p>
<p><i>Duration:</i></p> <p><i>Application process:</i></p> <p><i>Application Deadline:</i></p>	<p>Full-time position</p> <p>Please email your resume and cover letter with three work-related references of immediate supervisors to: <a href="mailto:careers@fnfa.ca">careers@fnfa.ca</a></p> <p>We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time.</p> <p>This is a vacant position.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.</p> <p><b>Open until filled.</b></p> <p><i>FNFA does not use artificial intelligence (AI) tools or agents to screen, assess or select applicants.</i></p>