Éyameth'
Health Centre

Eyameth Health Centre
46048 Lougheed Hwy.
Harrison Mills, BC, V0M 1L0
604-796-3818
www.eyameth.com

Internal and External Job Posting

Position title: **Executive Assistant**
Department: **Eyameth**
Type of Position: **Part-time (may lead to Full-Time)**

Sts'ailes is currently seeking an organized and knowledgeable self-starter to fill the role of **Executive Assistant to the Eyameth Executive Director**. The ideal candidate will have exemplary command of the English language, including writing, grammar, punctuation, and spelling, as well as interpersonal, organizational skills, and attention to detail. This position works under the direct supervision of the Eyameth Executive Director.

PRIMARY RESPONSIBILITIES:

- Primarily responsible for the provision of senior level administrative support to the Eyameth Executive Director, including major health projects, special initiatives, strategic sessions, planning meetings, community meetings/events, and administration.
- Maintain public and confidential records in a manual and electronic filing system format.
- Organize and document meetings and events for the Eyameth Executive Director; maintain the Eyameth Executive Director's calendar.
- Draft business letters, emails, calendars/schedules, briefing notes, meeting minutes, reports and other fundamental documents.

QUALIFICATIONS, SKILLS, AND ABILITIES:

1. Completed graduation in a field related to Business Administration or minimum 5 years work related experience.
2. Superior organizational and time management skills to handle multiple tasks, busy work schedules, and meet deadlines.
3. Must possess a high level of interpersonal and communications skills to handle sensitive and confidential situations.
4. Oversee clinic management responsibilities, working with the Director and Medical Leads to develop systems and structures for the implementation of Eyameth.
5. Ability to work well with all levels of internal management and staff, as well as outside clientele and partners.
6. Possess excellent problem-solving skills and the capacity to multitask, to work under pressure and to meet deadlines with the ability to take charge of tasks all while maintaining confidentiality and professionalism.
7. Experience in preparing agendas, recording/transcribing minutes for multiple meetings.
8. Ability to compose correspondence, reports, and briefing notes for the Executive Director.
9. Ability to coordinate meetings and travel arrangements that involve multiple team members and calendars and to stay within budget.
10. Self-motivated, resourceful, and punctual.
11. Ability to be both a team player yet works well independently with little or no supervision and to produce results.
12. Excellent communication skills, written, oral, interpersonal.
13. Ability to adhere to confidentiality guidelines of all records, materials and communications concerning the operations of the organization.
14. Must have work experience with basic office equipment.
15. Proficiency with computer programs: MS Word, PowerPoint, Outlook, Excel.
16. Experience in working Xyntax or other financial systems would be as asset.
17. Budgeting and financial experience would be an asset.
18. Ability to work scheduled evenings and weekends.
19. Knowledge of and respect for Sts'ailes culture, traditions and history.
20. A valid Class 5 driver license.

Wage Range: Based on the Eyameth Salary Grid
Type of Position: **Part-time Position** –this position is subject to a 3-month probationary period and performance evaluation.

Application Deadline: 4:00 pm November 20, 2026

Candidates will be screened according to the qualifications/requirements and are required to submit a resume, cover letter and 2 letters of reference. Please fax or hand deliver your application to:

Sts'ailes, ATTN: Human Resources Department
4690 Salish Way, Agassiz, BC V0M 1A1
Fax # 604-796-3946 or Email: humanresources@stsailes.com

We regret that we will only respond to those applicants chosen for an interview.
We thank all applicants for their interest.