



National Indigenous  
Fire Safety Council Project  
Projet du conseil national  
autochtone de la sécurité-incendie

# Executive Assistant

Please apply by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

The Aboriginal Firefighters Association of Canada (AFAC) was founded in 1991 and is a united body of regional Indigenous emergency and fire service organizations across Canada whose mandate is to represent the interests of local associations at the national level. The National Indigenous Fire Safety Council (NIFSC) Project has been formed under the guidance of AFAC to specifically drive the implementation of standardized fire services, and promote national standards in fire prevention, education, and suppression within Indigenous communities across Canada. Over the next two years, the NIFSC Project will be developing more than seventy programs ranging from public fire safety education to custom support services for indigenous fire departments across Canada.

Currently, NIFSC Project is looking to fill a term employment position for an **Executive Assistant**. This individual will support the leadership team with the day-to-day operations and will be an integral part of the organization as it moves from the implementation phase to the operations phase.

## Main responsibilities include:

- > Maintain an astute understanding of the mandate of the NIFSC Project and serve as an ambassador/liason to internal and external stakeholders
- > Anticipate the needs of the executive team by ensuring they are in the right place, at the right time, and for the right reasons.
- > Proactively manage calendars including booking meetings, overseeing travel arrangements when applicable, and scheduling webinars and virtual training sessions
- > Gather, coordinate and/or prepare the necessary information, materials and resources for meetings, events and projects including calendar invites, agendas, minutes and other duties as required
- > Ensure the proper management and approval of individual and corporate expenses

## Core required competencies:

- > Bilingual in French and English
- > Strong written and verbal communication skills
- > Unparalleled attention to detail
- > Respected for your strong judgement skills and unwavering commitment to maintaining confidentiality
- > Ability to exercise independent judgement in making decisions
- > Ability to work effectively and complete priorities within a timeline-driven environment
- > Maintain a continuous learning and process improvement mindset

## Education Certification & Experience:

- > Bachelor's Degree, in Business Administration or Arts
- > Minimum of five years of related experience
- > Advanced capabilities with Microsoft (MS) Outlook and other online tools including SharePoint, Monday.com, Slack and Zoom

## Additional Assets:

- > Of Aboriginal Heritage
- > Experience and knowledge of fire and life safety



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## Closing Date:

The candidate will be selected from qualified applicants. Posting will close **November 30, 2021** but may be extended if not filled. The desired start date is **January 4, 2022**.

## How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

This one-year term position is anticipated to be full time and is remote. Some overnight travel may be required, pending the ongoing COVID-19 pandemic.

*AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.*