



EXECUTIVE ASSISTANT / COMMUNICATIONS MANAGER

REPORTS TO: HaiCo CEO

TEAM: HaiCo

POSITION SUMMARY

Reports to the CEO to provide confidential Executive level support services to the CEO and the HaiCo Board of Directors and others as assigned and fulfill Communication needs for HaiCo and its subsidiaries. The Executive Assistant/Communications Manager will ensure that all arrangements, recordkeeping and policies and procedures are maintained and reflect the decisions of the CEO, the Board and its Committees. The Executive Assistant will oversee Certifications and provide services to support the CEO, and the Board and its Committees and perform other related duties as assigned.

KEY DUTIES AND RESPONSIBILITIES

- As directed, plan and implement a Communications strategy for HaiCo to enhance and sustain relationships with the Shareholder, the communities of Haida Gwaii and beyond, as necessary for HaiCo and its subsidiaries;
- Fulfill liaison functions with the Shareholder and communities of Haida Gwaii as directed;
- Provide support and assistance to the CEO as directed and provide oversight to Certifications;
- Assist the Chair of the Board and Board Committees to function. Maintain a calendar of Board responsibilities such as orientation and evaluation;
- Prepare and maintain all minutes and other documentation for the Board and its Committees. Track and record decisions and ensure that the Governance Manual, Board policies, procedures, and other governance materials are current and available. Assist Board members to draft proposals for the consideration of the Board. Assist the Chair with correspondence;
- Coordinate preparation, planning and arrangements for all Board, Committee, Annual General and other meetings. Prepare and distribute necessary materials prior to and after meetings;
- Ensure strict confidence in relation to all HaiCo businesses and Board matters unless expressly advised by the CEO;
- Other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent writing and organizational skills
- Excellent organizational, coordination and time management skills
- Strong computer skills, experience in Office and Sharepoint
- Significant successful experience working as part of a team
- Strong communication and problem-solving skills
- Knowledge of Haida Gwaii and Haida culture;
- A proactive self-starter

TRAINING, EDUCATION AND EXPERIENCE

- Post-secondary degree or equivalent combination of education, training and experience;
- A minimum of 10 years' experience at an equivalent level of responsibility
- Significant experience with coordination, planning and working as part of a team