



## Executive Assistant National Circle of Indigenous Agriculture and Food

The National Circle of Indigenous Agriculture and Food (NCIAF) is seeking highly organized and adaptable Executive Assistant to provide administrative support to the CEO and Senior Leadership Team. This role is critical to ensuring the smooth operation of the NCIAF's work to activate a community of partners focused on reigniting the role of Indigenous peoples in agriculture and food, through knowledge sharing and supporting business creation, while honoring First Peoples, their lands, and Mother Earth. This role will play an important role in supporting our three strategic pillars:

- Advancing reconciliation and building bridges between Indigenous communities, Peoples and other agriculture and food industry stakeholders and creating a national vision for Indigenous agriculture;
- Support the development of Indigenous agriculture and food businesses; and
- Build Indigenous capacity for agriculture through awareness of opportunities, knowledge exchange, and education and skills development.

The NCIAF is an Indigenous-led non-profit organization operating on core values of collaboration, communication, innovation, entrepreneurship, inclusivity, effective planning and execution, visionary thinking, and respect for Indigenous values, protocols, and ways of doing. The NCIAF aims to create a safe and inclusive environment where everyone, Indigenous and non-Indigenous, is heard and respected. Empathy is an important part of this, and the organization strives to be a leading voice in Indigenous agriculture while also expanding the conversation to a broader audience. Ultimately, the goal is to get Indigenous agriculture on the agenda and create a sustainable future for Indigenous communities and the broader food system.

For more information on the NCIAF, please visit [www.nciaf.ca](http://www.nciaf.ca)

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### Key Responsibilities

- Serve as the first point of contact for the organization by responding to phone calls, emails, and visitor inquiries.
- Manage scheduling, travel, and calendar coordination for the CEO and Senior Leadership Team.
- Provide professional administrative support, including correspondence preparation, meeting coordination, event logistics, and document management.
- Assist with basic bookkeeping duties, employee expense claims, and liaising with NCIAF's third-party accounting provider.
- Take minutes at Board and confidential meetings, maintain filing systems, and uphold a high standard of confidentiality.
- Help manage internal administrative systems and support the administrative needs of the Board of Directors.
- Act as a cultural ambassador and support a positive, respectful, and organized workplace culture.

### Skills and Qualifications:

- Minimum 3 years' experience in an Executive Assistant or senior administrative role.
- Post-secondary diploma or certificate in office administration or a related field (preferred).
- Strong communication and interpersonal skills, with the ability to build trusted relationships across a wide range of stakeholders.
- Highly organized with strong attention to detail and the ability to prioritize and manage multiple tasks.
- Demonstrated discretion and professionalism in handling sensitive information.
- Proficiency in Microsoft Office Suite, Dropbox, CRM systems, HubSpot, and other administrative tools.
- Knowledge of basic accounting principles and administrative bookkeeping.
- Understanding of Indigenous communities, governance, and values is a strong asset.

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If you believe you can make a strong contribution to the National Circle for Indigenous Agriculture and Food as the Executive Assistant, please submit your resume in confidence to [holly@nciaf.ca](mailto:holly@nciaf.ca) or call (306) 559-6098.