



JOB POSTING

Executive Assistant

Are you passionate about Indigenous food sovereignty and deep systems change? The Working Group on Indigenous Food Sovereignty (WGIFS) is looking for an **Executive Assistant** to support our leadership and project teams in organizational development, day-to-day operations, and succession planning. This is more than a job — it's an opportunity to contribute to decolonizing and indigenizing regenerative food systems, decolonizing wealth, and institutional capacity building.

Main Responsibilities

- Manage leadership calendars, coordinate workshops, and streamline communication processes, including drafting correspondence and creating materials for events.
- Assist in evaluating and improving organizational structures, processes, and practices to align with Indigenous values and food sovereignty principles.
- Manage operations, reports, and budgets to ensure the organization's financial integrity and sustainability.
- Facilitate workshops and training sessions that support the operationalization of our vision and values.
- Build relationships with funders, partners, community organizations, and media to advance the mission of Indigenous food sovereignty.
- Support the planning, delivery and evaluation of workshops, gatherings and events that celebrate and advocate for Indigenous food systems, and Indigenous Foodland Conservation Areas. .
- Mentor and train staff in financial literacy, project management, and human relations to build internal capacity.
- Explore and implement decolonizing organizational frameworks that reduce the administrative burden imposed by colonial systems.
- Support staff and contractors in meeting grant/project milestones and timelines.

Minimum Qualifications

- Degree in a field related to Indigenous food sovereignty, environmental governance, administration, management, accounting, or another relevant area, or at least 5 years of relevant professional experience in operations, management, and/or administration Or equivalent knowledge, skills and abilities.
- Experience with fundraising, budgeting, and financial reporting.
- Strong oral and written communication skills; ability to navigate conversations with cultural humility and responsiveness.
- Lived experience working with Indigenous Peoples in a genocide - informed approach.
- Commitment to social and environmental justice, Indigenous food sovereignty, and dismantling structural racism.
- Familiarity with truth and reconciliation, and decolonizing wealth and philanthropy



- Tech Proficient (Google Drive, Microsoft Office, Zoom, etc.) and ability to troubleshoot and train others in organization systems.
- Proficiency in an Indigenous language is an asset.
- Willingness to learn, mentor others, and work collaboratively in a decolonial approach.
- Driver's license or ability to meet transportation needs for travel to Chase, BC, and/or other territories as needed.

Other Factors

- Indigenous candidates are strongly encouraged to apply. Non-Indigenous applicants must demonstrate a deep understanding of structural oppression and the values and attributes required to work in solidarity with Indigenous women in leadership in a decolonizing and Indigenizing approach.

How to Apply

Applications should be submitted as a PDF attachment by email to Dawn Morrison at dawn.morrison@wgifs.org with the subject "**Executive Assistant Application**" and file name "LastName.FirstName.pdf." Please include:

- A 1-page cover letter outlining your interest, key qualifications, and experience working in/with Indigenous or structurally marginalized communities.
- Your CV, including contact information for three references.

Start Date: TBD

Hours: 30 hours/week. Some evenings and weekends required.

Location: Negotiable. A balance of remote work and in-person meetings requires travel to Secwepemc territory (Chase, BC) and beyond.

Remuneration: CAD \$62,500 per annum, depending on location and experience.

Application Deadline: Open until filled

