

## Administrative Business Partner, Part-time Contract

Musqueam Capital Corporation (MCC) was created in 2012 to replace the Musqueam Economic Development Department and is the economic development arm of the Musqueam Indian Band (MIB). MCC is responsible for the development of Musqueam's lands, acts as an asset manager for Musqueam's existing real estate holdings, and creates economic opportunity through business partnerships.

MCC is currently seeking an **Administrative Business Partner (ABP), on part-time contract basis** to be the supportive force that empowers our CEO, CFO and VP Real Estate. The ideal person for the job will be a proactive problem solver with exceptional communication skills, meticulous attention to detail and the ability to identify and anticipate the executive's needs. The candidate will have previous experience performing administrative duties and providing high-level administrative, operational, and strategic support to executives, acting as a proactive partner to optimize productivity. Given the changing nature of the executive landscape, we rely on our ABP for flexibility and foresight, while maintaining confidence related to high-level systems and operations.

### Core Responsibilities:

- **Provide sophisticated calendar management for CEO & Executive Team.** Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- **Act as a liaison and provide support to the Board of Directors.** Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- **Complete a broad variety of administrative tasks that facilitate the CEO and Exec teams' ability to effectively lead the organization,** including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- **Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO and Exec Team,** including those of a highly confidential or critical nature. Prioritize and determine appropriate courses of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- **Work closely with the CEO & Exec Team to keep them well informed of upcoming commitments and responsibilities, following up appropriately.** Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- **Maintain open communications with the MCC team, including meeting regularly and providing information and documents as needed.**
- **Coordinate** all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- **Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and staff,** demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the CEO.

### Qualifications & Requirements:

- Bachelor's degree in business administration or communications with 5 years' experience in administrative role reporting directly to upper management
- Able to maintain a **high level** of integrity and discretion in handling **confidential information**
- Strong ability to execute work with diversity, equity, and inclusion lens
- Professional **minute-taking** experience is ideal
- **Solid leadership/mentorship** skills are an asset
- **Superb written and verbal communication** skills
- Exceptional **organizational skills** and impeccable **attention to detail**
- High degree of **professionalism** in dealing with **diverse groups of people**, including **Board members, senior executives, staff, community leaders and partners**
- Strong **time management skills** and the ability to organize and coordinate multiple projects at once
- High proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Excellent judgment is essential with the ability to switch gears in a moment's notice
- A positive and professional demeanor with a high level of empathy

### Compensation

This position is part-time with a 1-year contract. Compensation is based on experience and industry rates would apply. Range between \$30-\$40/hr.

### Working Conditions

- This position is based out of Vancouver.
- In office **3 days** a week: 830-430pm.
- Successful Criminal Record Check

### Application Process:

- Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to **jloconte@musqueamcapital.ca**. While we thank all candidates for their interest, only select individuals will be contacted for follow-up. **Application deadline is February 20<sup>th</sup>, 2026.**

*Thank you for your interest in a career with Musqueam Capital Corporation!*