



VantageOne
CREDIT UNION

Career
Opportunity

TYPE: External Advertisement

DATE: 15JULY2025

ROLE: Full Time Executive Assistant (Excluded Position)

BUSINESS LINE: VantageOne Credit Union

ADVERTISEMENT NUMBER: EX 2025 - 07

CLOSING DATE: Until Filled

HOW TO APPLY: Please **email** a resume and cover letter to HR@vantageone.net. Please indicate the advertisement number in the subject line of email.

Position Overview:

This high impact role provides confidential administrative and governance support to the CEO, Executive Team and the Board of Directors of VantageOne Credit Union. As the confidential Corporate Secretary, the Executive Assistant ensures the seamless operation of governance processes, manages board and committee documentation, and oversees communication platforms for internal and external stakeholders.

Additionally, the role supports the Vice President, Marketing with technical and administrative tasks. The successful candidate will demonstrate exceptional organizational, communication, and digital proficiency to uphold strong executive operations and effective governance practices.

Key Responsibilities:

- Provide high level, confidential administrative support to the CEO and Executive Team, including managing calendars, internal communications, and document workflows.
- Serve as the Corporate Secretary, responsible for organizing and maintaining corporate governance records and ensuring compliance with internal protocols and regulatory requirements.
- Coordinate all Board and Committee meetings, including scheduling, agenda development, logistics, material distribution, and accurate minute-taking.
- Maintain and administer secure digital platforms for document sharing, board management and virtual meetings.
- Support the Vice President, Marketing in coordinating marketing initiatives ensuring compliance on mass member communications and timelines.
- Foster strong, trust-based relationships with Board Members, executives, staff and external stakeholders, serving as a reliable and professional point of contact.
- Manage shifting priorities in a dynamic environment with exceptional attention to detail and time management, meeting all deadlines and deliverables.
- Handle highly sensitive and confidential information with the utmost discretion.
- Demonstrate flexibility to work evenings and weekends as needed to support Board and management meetings.
- Contribute to corporate communications, including the coordination and preparation of internal announcements, formal presentations, and stakeholder updates.
- Take initiative in identifying problems and implementing effective solutions independently and efficiently.

Qualifications:

- High school Diploma plus one year of formal education in Administrative Assistant or Executive Assistant programs, Corporate Secretary certification, Marketing, Communications, Business Administration or a related field.
- 4-6 years' experience supporting executive leadership and marketing departments, including 2+ years in governance or Board-facing capacity.
- Prior experience in a Credit Union, Financial Institution, or regulated environment is an asset.

- Proven ability to provide executive-level support to Boards, CEOs and Senior Leadership Teams.
- Demonstrated excellence in administrative processes, governance coordination, and executive communication workflows.
- Strong understanding of corporate governance frameworks and knowledge of regulatory bodies such as BCFSa and Stabilization Central.
- Advance proficiency in Microsoft Office 365, including Outlook, Word, Excel, PowerPoint, SharePoint and Microsoft Copilot.
- Experience using Board Management Platforms, Virtual Meeting Tools, Document Management Systems, Intranet and Website CMS, and e-signature tools.
- Strong ability to leverage digital tools for administrative efficiency and secure governance communications.
- High level of written and technical communication skills tailored to diverse audiences.
- Familiarity with mass member communication programs and governance compliant timelines.
- Ability to facilitate and prepare formal and informal presentations for internal and external stakeholders.

Company Overview:

At VantageOne, we are neighbors helping neighbors. We have been helping our neighbors since 1944 when our first branch was opened in the North Okanagan. We are driven by a strong set of values that guide our actions and define our commitment to our members, clients, and employees. We are passionate about our Members and Clients, we are Action Driven to explore ways to innovation and simplify our member and client experiences, we take Ownership and are Accountable for our actions and we are always striving to Be the Best. In addition, we are dedicated to promoting Diversity, Equity, Inclusion, and Reconciliation (DEIR) in all aspects of our organization.

Our mission is clear: By building strong relationships with our members/clients, we deliver member/client-focused advice and high-quality financial services, fostering growth for both our employees and the communities we serve.

Why Join VantageOne?

- Be a part of a values driven organization committed to growing strong member relationships.
- Contribute to a workplace that values and prioritizes Diversity, Equity, Inclusion and Reconciliation.
- Work alongside an experienced supportive leadership team.
- Competitive salary and benefits package aligned with the candidate's experience and skillset. Monthly wage ranges from \$4,508.60 to \$5,694.81 depending on experience.
- Opportunity for professional development and long-term career growth.
- Engage in a collaborative, dynamic, and inclusive work environment.

If you are ready to embrace our values and contribute to our mission of building relationships to strengthen financial ability and work to improve and grow our communities, we encourage you to apply for this position. For full job requirements and duties please see job description.

To apply, please submit your resume and cover letter to HR@vantageone.net. We welcome applications from all interested; however, only those selected for an interview will be contacted. The successful candidate will be required to meet fidelity bonding requirements, including completion of reference, criminal record, and credit checks.

POSITION TITLE:	Executive Assistant
BUSINESS:	VantageOne Credit Union
UNIT/DEPARTMENT:	Administration
LOCATION:	Main Branch 3108 33 Ave Vernon BC
REPORTS TO:	Chief Executive Officer

PURPOSE OF POSITION

This position provides high-level, confidential administrative and governance support to the CEO, Executive Team, and Board of Directors. Serving as the Confidential Corporate Secretary, the role is responsible for managing corporate governance documentation, facilitating board and committee operations, maintaining communication and document-sharing platforms, and ensuring compliance with internal protocols and regulatory requirements. Exceptional organizational, communication, and technical skills are essential to support efficient executive operations and uphold effective governance practices. Additionally, this role provides technical and administrative support to the Vice President, Marketing.

ROLES AND RESPONSIBILITIES
Board & Governance Support:

- Collates, prepares and distributes board and committee meeting minutes, packages, agendas and reports in a timely manner.
- Coordinates all Board, Committee, Management, and staff meetings as per their Annual Work Plans (timing, content, deliverables); ensures logistics, catering and technology are arranged.
- Acts as Confidential Corporate Secretary and Confidential Recording Secretary for the Board, Committee and Executive meetings; ensures accurate minute-taking, timely distribution, and proper filing.
- Maintains up-to-date Board documentation, including bylaws, charters, policies, reference materials and governance records.
- Updates and administers Corporate and Governance Policies.
- Maintains corporate record keeping, including regulatory records and correspondence, Board and Committee meeting minute, committee terms of reference, Board governance policies, procedures and related forms, delegation of authority and business plan documents.
- Facilitates Director onboarding and ongoing training, including scheduling training on board portal website, and tracking participation and educational requirements.
- Maintains and supports Corporate Policy Manuals and the Board Governance website portal.
- Prepares and submits quarterly board reporting (e.g., Related Party Reports, Interest Rate Changes).
- Communicates changes in governance structure to regulatory bodies and governing organizations.
- Manages Regulatory Submissions (e.g., BCFSa, Stab Central, Corporate Registry)
- Prepares required regulatory filings for the Minister of Finance and Corporate Relations, the Regulator and other Stakeholders.
- Assists with the preparation of the Annual Report
- Manages the governance and logistical activities relating to annual Board elections and Annual coordination, set up, logistics and delivery of the Annual General Meeting (AGM).
- Coordinates calls for nominations and facilitates Board election processes to ensure compliance with governance policies and timelines.
- Coordinates returning officers, and delivery and collection of materials including ballots, boxes, and voter screens, in person or virtually. Assists with board election process.

Chief Executive Officer and Executive Team Support

- Performs confidential administrative duties for the office of the CEO, including composition and preparation of privileged and sensitive information and correspondence.
- Gathers information for inclusion in Management Reports to the Board and its committees
- Gathers information for inclusion in CEO correspondence to various members and stakeholders
- Ensures corporate records are maintained and updated and/or destroyed pursuant to legislation
- Maintains confidential files and in-camera minutes.
- Manages calendars, schedules, meetings, and travel arrangements for the CEO and Executive Team.
- Drafts and edits executive-level communications, presentations, and briefing materials.
- Coordinates and organizes off-sites, corporate events, and milestone celebrations.
- Processes governance, corporate and business reporting (e.g., Company Act filings).
- Performs office support functions such as corporate and regulatory filing.
- Participates in special corporate projects and cross-functional initiatives.

Internal Communications & Technical Operations

- Administers internal communications platforms including SharePoint, the Corporate Intranet, Managers Teams Sites, Director

- Portal Platforms and the Corporate Website.
- Manages and updates internal content, news and notices as directed.
- Posts updates to the corporate website and facilitates content changes in collaboration with IT or Marketing.
- Posts updates to the corporate intranet site and facilitates content changes in collaboration with key management positions.
- Supports virtual meeting technology (e.g., Teams, Zoom) and online governance platforms (e.g., board portal)

Computer-Based Systems Operation:

The Executive Assistant must demonstrate advanced proficiency in operating and managing PC-based systems, including—but not limited to—

- the Microsoft Office 365 Suite (Word, Excel, PowerPoint, SharePoint, OneDrive, and Teams)
- board management platforms
- virtual meeting tools
- website and intranet content management systems
- document management systems, and
- electronic signature tools.

Employee Engagement and Branch Support

- Manages employee recognition programs and recognition channels.
- Organizes and coordinates corporate events, staff meetings, and gift card distributions for milestone celebrations.
- Opens and distributes incoming mail for the Branch/Executive Office.

Marketing & Administrative Support to the VP of Marketing

Campaign & Content Support:

- Assist in the execution of marketing campaigns.
- Help develop and proofread content for social media, email newsletters, blogs, and other materials.
- Coordinate website updates as directed.
- Format and post career opportunities on the website, social media, and local Chamber of Commerce platforms.

Program Coordination:

- Oversee corporate tent program and calendar; ensure no double bookings.
- Add tent availability and community usage instructions to the intranet.
- Send usage requests to the VP, Marketing for approval; once approved, coordinate tent bookings with external companies.
- Notify applicants of approval status and provide contact information and instructions.
- Respond to applicant questions and support inquiries as needed.
- Send invoices to Accounts Payable for processing.
- Administer corporate scholarship program
- Coordinates requests for sponsorship, donations and Credit Union involvement

Marketing Support:

- Distribute and coordinate marketing material orders across departments.
- Create promotional banners; submit to VP Marketing for final approval.
- Manage seasonal marketing initiatives such as holiday closure notices—coordinate messaging, distribution to business lines, and updates across channels.
- Coordinate timeline for seasonal newsletters with third-party designers and publishers; manage mailing lists with the IT department; upload and distribute through Mail Works or other platforms.

Or other duties as assigned.

MINIMUM EDUCATION & EXPERIENCE

Education:

- High School Diploma plus one year of formal education in an Administrative Assistant or Executive Assistant Certificate or Diploma, Corporate Secretary Certification, Marketing, Communications, Business Administration, or related discipline preferred.

And

Job Related Experience:

- 4-6 years of experience supporting executive leadership and marketing departments, with at least 2 years in a governance or Board-facing capacity.
- Prior experience in a credit union, financial institution, or regulated organization is an asset.
- A solid knowledge and understanding of corporate governance frameworks and relevant regulatory bodies (e.g., BCFSA, Stabilization Central)

Or

- An equivalent combination of education and experience acceptable to VantageOne.

SKILLS AND KNOWLEDGE

1. Accounting

No Knowledge of this area is required in this position. This position is not required to process any accounting administration functions or procedures.

2. Finance

No Knowledge of this area is required in this position. This position is not responsible for financial analysis, budgeting design and control, asset liability management, risk analysis or tax standards.

3. Administrative Processes

Advanced knowledge is required to be able to provide administrative support at an executive level to the Board of Directors, CEO, Executive Team.

4. Communications

Working Knowledge required facilitating, coordinating, and implementing corporate communications. A high level of written and technical communication is required to meet the needs of varying audiences. Prepares and facilitates formal and informal presentations to stakeholders.

5. Granting of Commercial Credit

No Knowledge in this area required for this position. This position does not grant commercial loans or have commercial lending limits.

6. Granting of Consumer Credit

No Knowledge in this area required for this position. This position does not grant consumer loans or have consumer lending limits.

7. Core Products and Services

Familiarity of products and services in order to effectively provide administrative support.

8. Specialized Products and Services

Familiarity of products and services in order to effectively provide administrative support. Familiar with Directors Insurance and related credit union policies.

9. Regulations/Legislation/Credit Union System

Familiarity of Credit Union Governance, regulatory and legislative conditions under which Credit Unions operate and/or the provincial and national Credit Union structure and related organizations. Working knowledge of Credit Union Director Training is required.

10. Insurance

No Knowledge is required in this position. This area refers to knowledge needed in specialized products such as marine, commercial, life and annuity insurance.

11. Computer-Based Systems Operation

Advanced knowledge of PC based systems including Microsoft Office 365 Suite. Microsoft copilot. SharePoint Online, Board Management Platforms, Virtual Meeting tools, Website and Intranet Content Management Systems, Document Management Systems and Signature tools.

12. Computer System Design, Development and Technical Support

No Knowledge in this area required in this position. This position is not responsible for evaluation, design, development, and maintenance or user support of computer systems or operations.

13. Human Resource Management

No Knowledge in this area required in this position. This position is not responsible for employee counselling, succession planning, or recruitment.

14. Marketing

Familiarity with mass member communication programs to ensure governance compliance and timelines. Familiarity of fundamental marketing and public relations to be able to coordinate and support corporate marketing initiatives.

15. Competitive Environment

Familiarity of the competitive environment. A basic knowledge of the competitive environment as it relates to the degree of local competition, trends in the industry, products, and services and offered by others in our area.

16. Sales and Service

No Knowledge is required of this position.

STRENGTHS & TALENTS

Striving Strengths & Talents	Thinking Strengths & Talents	Relating Strengths & Talents
<ul style="list-style-type: none">• Ability to Achieve• Desire to Succeed• Competent• Committed to be of Service to Others• Ethical• Available	<ul style="list-style-type: none">• Focused• Disciplined• Able to Arrange• Responsible• Problem Solving Ability• Committed to Accuracy	<ul style="list-style-type: none">• Empathetic• Caring• Team Player• Ability to build and sustain relationships• Partnership and Advice Focused• Positive Attitude

PHYSICAL REQUIREMENTS

Physical exertion – Occasional less than ¼ of the time includes stooping, reaching, pushing, pulling and/ or lifting.

Visual attention – Constant more than ¾ of the time may include intense reading of documentation or data, close monitoring of computer screens or detailed work.

Travel – Occasional Travel. Travel either day to day or overnight on VantageOne business may be required in this position.

Manual Dexterity – Constant more than ¾ of the time this includes computer keyboarding, mouse adding machine work for a significant portion of the workday. 60 Wpm Keyboarding Skill.

NATURE OF SUPERVISION

Immediate Supervisor	Chief Executive Officer
Supervisor Responsibility Level	No Supervision
Positions Supervised	None

Learn More About

Life & the *Application*
At VantageOne Process

www.vantageone.net