



## **EMPLOYMENT OPPORTUNITY**

### **EXECUTIVE ASSISTANT**

*Full-time (35 hours per week), Permanent*

Under the direction of the Band Manager, a self-starting, highly motivated individual is required to assume the responsibility as the Executive Assistant to the Band Manager. The main goal of the Executive Assistant is to ensure that the Band Manager is provided with administrative support to operate effectively, efficiently as we strive to contribute to the growing needs of Whitefish River First Nation.

#### **KEY JOB FUNCTIONS**

- Assist Band Manger with recording, tracking & reminder systems for regular Council tasks, appointments, meetings and deadlines on a weekly, bi-weekly, and monthly basis and communicate relative information to other staff
- Assist with monitoring Council's work plan based on Strategic planning session and coordinate with Band Manager's work plan
- Compile and maintain a computerized and manual document management system for formal documents including WRFN Policies, Laws, By-Laws and Codes
- Assist Band Manger in completing follow up work as assigned at Band Council meetings, including correspondence, memos and preparation of BCR's
- When required, assist with preparing Chief and Council agendas and packages and when required record Council meeting minutes
- Schedule and confirm appointments and special meetings for Band Manger and maintain Band Manager's electronic calendar
- Attend other meetings as requested by Band Manger and record meeting minutes
- Prepare the agenda and packages for the Program Managers meetings and distribute packages to Program Mangers. Responsible for minute taking of Program Managers meetings
- Set up and maintain computerized and manual Human Resource filing systems, Dropbox and the Electronic Time Sheets
- Maintain Whitefish River First Nation Website and other social media sites
- Setting up teleconference calls including the usage of Skype
- Setup and operation webcasting of Regular Chief and Council Meeting as well as any Community Events as directed
- Assist when required with travel arrangements for Chief, Council and Band Manager and assist with expense claims
- Coordinate and organize conferences and special events sponsored by Chief and Council
- Ability to handle multiple responsibilities in a flexible and calm manner
- Ability to network effectively and productively with the community members, community partners and Government Agencies and Officials
- Supervision of the Receptionist
- Maintain confidentiality
- Attend meetings, workshops, and conferences as required
- Abide by Personnel Policies and procedures of Whitefish River First Nation

#### **QUALIFICATIONS**

1. A college diploma in Public/Business Administration, Office Administration or related field would be preferred with additional 3 years of related work experience in an administrative capacity
2. Must have knowledge and understanding of Native culture, traditions, teachings, community dynamics
3. Must have practical experience and knowledge of legislation governing First Nations
4. Must have Advanced Computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, Internet, Dropbox, Adobe Acrobat Pro
5. Must have practical experience on developing and maintaining website and other social media venues
6. Must have practical experience on setting up conference calls including Skype
7. Must be familiar with all office machines including photocopiers, fax machines, phone systems, etc.
8. Demonstrated supervisory skills
9. Demonstrated ability to maintain confidentiality
10. Must have Valid Class G driver's license and access to reliable vehicle
11. Successful candidate must produce valid CPIC

**Interested applicants are to forward a Cover Letter and Resume including three (3) current work related references no later than April 13, 2018 at 12:00pm to:**

**Whitefish River First Nation  
17A Rainbow Ridge Road.  
Birch Island, ON, P0P 1A0  
Attn: Art Jacko, Band Manager  
ajacko@whitefishriver.ca**