



## 2<sup>nd</sup> Posting - FULL TIME EMPLOYMENT OPPORTUNITY: TRUST SECRETARIAT

### Background:

The Whitefish River First Nation is the beneficiary of a Trust as a result of a settlement of a Land Claim with Canada. As a result, the Niigan Naabidaan Trust was established.

The Niigan Naabidaan Trust Agreement was signed on November 20, 2019, and the Trust has five (5) Trustees, one (1) Corporate Trustee, two (2) Community Trustees, one (1) Council ex-officio Trustee and one (1) youth ex-officio trustee.

The Trust Secretariat will assist WRFN with administrative implementation of the Niigan Naabidaan Trust Agreement.

### Technical Qualifications

- Diploma or degree with strong academic credentials in business or office administration;
- Aboriginal Studies and /or Commerce would be considered an asset;
- Strong proficiency with Microsoft Word and Excel is required;
- Understanding of financial information, preferred; and
- Strong verbal and written communication skills.

### Other Qualifications:

- Strong attention to detail required;
- Time management and organizational skills;
- Ability to handle stressful situations in utmost professional manner;
- Knowledge of First Nations and Aboriginal communities in Canada;
- Ability to multi-task and prioritize duties;
- Proven analytical skills and systematic problem solving; and
- Interpersonal relations and demonstrated ability to work with others effectively in teams.

### Some specific duties of the Trust Secretariat include:

1. Follow all terms and condition of the Niigan Naabidaan Trust Agreement.
2. Plan and organization of First Nation trust meetings and prepare meeting materials as required.
3. Book facilities for meetings and arrange meals and snacks (if applicable).
4. Attend trust meetings, which may require travel from time to time.
5. Follow-up on activities from trust meetings.
6. Manage day-to-day operations of the Niigan Naabidaan Trust Agreement, including financial related matters (i.e. budgets, calculations, operating expenses, etc.).
7. Manage and organize all trust files.
8. Assist with travel arrangements of the Trust members.
9. Assist in organizing annual First Nation community consultation process, including preparing consultation materials, responding to calls/emails from community members, administering surveys and summarizing the results.
10. Prepare presentations, correspondence, annual reports and proposals as required and requested.

**Remuneration: To Commensurate with Education and Experience.**

*Preference will be given to applicants who have previous experience in working with First Nation communities.  
However, all interested applicants are invited to apply.*

Please submit a cover letter, current resume and three (3) current work related references to:

### Confidential

Whitefish River First Nation  
C/o Andrea McGregor, Human Resource Manager  
17A Rainbow Ridge Road  
Birch Island, ON POP1A0  
andream@whitefishriver.ca

Applications must be received no later than **Friday, May 22<sup>nd</sup>, 2020.**

*We thank all who apply, however only those applicants selected for an interview will be contacted.*