



EMPLOYMENT OPPORTUNITY

COUNCIL SECRETARY

Salary: \$45,767 - \$55,813

What we offer: Pension matching up to 8%, Benefits including dental, vision and extended health care, Flexible work schedules, Training opportunities.

Whitefish River First Nation is seeking a Council Secretary, who will ensure that the information Chief and Council receives is timely, accurate and relevant, reports progress of motions made by Council, prepare agendas and council packages, take minutes for Council meetings and assists Council with tracking their expenses.

MAIN DUTIES:

1. Establish and maintain hard and electronic filing system for Council documents.
2. Prepare packages for Chief and Council meetings and upload packages 5 days prior to meeting dates.
3. Review incoming mail addressed to Chief and/or Council and prepare outgoing correspondence with exception of mailed marked "Confidential"
4. Coordinate the preparation, production and submission of monthly summary reports to Chief and Council.
5. Prepare all BCRs
6. Schedule and set up Council meetings as requested by Chief and Council including preparation of facilities, assembly of necessary equipment, and ordering of food (if applicable).
7. Prepare the agenda as decided by Chief in consultation with all required parties
8. Attend all Council sessions.
9. Record the minutes and type the minutes within one business day of meeting.
10. Track Committee member's attendance at council and committee meetings and submit requisitions to the Finance Department on a weekly basis
11. Submit monthly report to Council regarding their travel and honorarium expenditures to date
12. Maintain appropriate level of professionalism and confidentiality
13. Other duties as required.

QUALIFICATIONS:

- O.S.S.D. required and Business Administration degree or diploma preferred;
- 2 years related experience required and experienced as a note taker
- Proficient use of various office-based software including Microsoft Office
- Knowledge of Whitefish River First Nation government, culture and history
- Ability to maintain courteous, tactful and diplomatic relationships with all levels of the organization
- Demonstrated proficiency in the use of grammar, spelling and punctuation
- Strong communication skills both verbal and written
- Excellent attention to detail and demonstrated ability to maintain confidentiality
- Strong ability to compose, transcribe and edit meeting minutes
- Demonstrated ability to handle multiple priorities
- Works effectively as a team player and also with minimal supervision

WORKING CONDITIONS:

- Work is performed in an office environment.
- Attendance is mandatory at all Chief & Council biweekly evening meetings and any additional meetings that may occur
- Valid Driver's License
- Successful Criminal Record Check

Applications will be accepted via email, fax, and mail or in person to the attention of:

CONFIDENTIAL:

Tricia Podlatis, Human Resources Manager

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON POP1A0

Email: applications@whitefishriver.ca; Fax: (705)285-4532

Applications must be submitted by **September 23, 2022** by 4:30 p.m. and must include the following;
Cover letter, current resume, and 2 work-related reference names (with contact information).

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