



## ALDERVILLE COMMUNITY TRUST PART-TIME JOB POSTING

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### RECORDER/SECRETARY

#### **JOB SCOPE:**

The Alderville Community Trust Board (ACT) is seeking applications for a Recorder/Secretary for the Trust office. This is a contract part-time position requiring 20 hours per week.

#### **DUTIES & RESPONSIBILITIES:**

**Candidates for this position shall perform the following duties, but not limited to:**

- Organize ACT quarterly Trustee meetings, book meeting room, and notification of meetings to Trustees, prepare draft agenda, prepare minutes of meetings for approval and follow up on decisions and direction provided by the Trustees.
- Maintain Trust records both on computer and in hard copy format. Follow ACT policies and procedures and update the Governance Manual as amended by Trustees.
- Organize the ACT call for proposals, review process and monitor projects to completion.
- Maintain communication with Band members and respond to inquiries in a timely manner.
- Prepare ACT newsletter inserts; provide public relation information for ACT's webpage and ACT's Facebook page as required.
- Maintain office supplies/inventory of resources and equipment.
- Must respect confidentiality of the ACT.
- Ability to keep updated financial records, comprehension of investment statements, ACT budget forecasting and to organize the Trust Audit. Liaise with Investment Specialists and the Treasurer of the ACT Board.
- Accounts payable functions include payment of expenses, project invoicing and meet with AFN Finance to review Statements of Revenue & Expenses.

#### **Minimum Qualifications:**

**Candidates for this position should have the following:**

- Grade 12 OSSD or Equivalent
- Administrative certificate is preferred, and a minimum of 2 years work related experience
- Proven, demonstrated experience with Microsoft applications (Word, Excel, PowerPoint, Publisher, Outlook)
- Must possess excellent written, verbal communication and organizational skills
- Must be a self-starter and work well alone with a diplomatic personality.
- Knowledge of Native Culture and First Nations communities an asset
- Must have valid Class G driver's license
- Must be willing to provide Criminal Reference Check and Vulnerable Sector Search upon conditional offer

**Salary: To be determined based on qualifications**

**Deadline to apply: October 26<sup>th</sup>, 2017 at 4:00pm (Late applications NOT accepted)**

Sealed applications can be hand delivered to the reception of the Alderville First Nation. Submissions must include a cover letter, resume, along with three (3) work related references and/or letters of reference.

Attention: Tina Cole

Re: Alderville Community Trust Recorder/Secretary

Alderville First Nation, 11696 Second Line Road, P.O. Box 46, Roseneath, Ontario K0K 2X0

For more information contact [tcole@alderville.ca](mailto:tcole@alderville.ca)

We thank all who apply however only those selected for an interview will be contacted. ACT Trustees retain the right to make the final decision on the selection of the successful candidate.