



Executive Assistant to Council Reporting to First Nation Manager Administration Department

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:

Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

***flexing of hours
required***

Salary:

Start Rate - **\$32.07 to
\$34.77 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

-  Paid Vacation!
-  Paid time off over
Holiday Shutdown!
-  14 Statutory
Holidays!
-  Paid Sick Leave!
-  Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)!
-  Pension Plan with
Employer Match!

JOB SUMMARY:

The *Executive Assistant to Council* is responsible to ensure that the Alderville First Nation Leadership is provided with high level administrative and liaison support to operate effectively and efficiently as they strive to contribute to the growing needs of membership.

KEY JOB FUNCTIONS:

- Maintains a high level of confidentiality on all matters relating to the affairs of the AFN and exercises discretion with sensitive information, funding, governance, etc.
- Participates in the development and implementation of the goals, objectives, policies, and procedures of the Alderville Council.
- Establishes recording, tracking and reminder systems for regular Chief & Council tasks, appointments, meetings, and deadlines on a weekly, bi-weekly, and monthly basis and communicates relative information to other staff.
- Schedules and confirms appointments and special meetings of Chief & Council and maintains Chief & Council electronic calendars.
- Compiles a computerized and manual document management system for Council with respect to formal documents for each portfolio area, including the AFN Constitution, AFN Governance Law, AFN Election Code, AFN Membership Code.
- Attends all Council meetings (duly convened, information, etc.) to record, prepare and distribute all meeting minutes related to the same.
- Coordinates, schedules, and confirms appointments and special meetings as directed by Chief & Council/community meetings.
- At the direction of Chief & Council, meets and/or liaises with staff, community members, special interest groups (Legal, PTOs) and other government and non-government organizations on behalf of Chief & Council to discuss issues and recommend various courses of action.

RESPONSIBILITIES:

Liaison:

- Works co-operatively with the First Nation Manager (FNM) and AFN Staff, as necessary to provide effective and efficient administrative support services back to Chief & Council.
- Facilitates internal communications, email correspondence and verbal communications set forth from Chief & Council and FNM, answers inquiries from AFN Staff regarding C&C direction when applicable.
- Liaises with AFN membership, public and other First Nation Governments and Organizations including other levels of Federal, Provincial and Municipal Governments.
- Acts as 'Emergency Preparedness Coordinator' liaison on behalf of Council and AFN operations.
- Ensures accurate and effective communication and information is being properly disseminated.

Administration:

- Collects & analyzes information; reads, research, and routes correspondence; drafts letters & documents; initiates telecommunications.
- Prepares, keys in, edits and proofreads correspondence, reports, invoices, presentations, brochures, publications, reports, briefing notes and other Chief & Council related material from machine dictation, voice recordings, videotaped meetings and handwritten copy using appropriate computer software.
- Oversees the coordination and preparation of the Monthly Community Newsletter and ensures the Chief & Council Submissions are inserted.
- At the direction of Chief & Council, posts information for community, staff, and members on AFN web portals.

Finance & Other Related Duties:

- Holds signing authority on corporate cheques.
- Maintains Corporate credit cards – purchases, submissions to finance.
- Makes travel/accommodation arrangements for Chief & Council (flight, rail, air, ground transportation) & assists with their expense claims.
- May coordinate and organize conferences and special events sponsored by Chief & Council.
- Arranges corporate events to take place inside and outside the office – staff meetings, community meetings, assistance with elections, ratification gatherings, community dinners, off-site retreats, and other community and/or staff events.

MINIMUM QUALIFICATIONS:

- Post Secondary education in Public or Business Administration or related field.
- Minimum 2-5 years of administrative, clerical or coordination experience.

Specialization required:

- Demonstrated knowledge and understanding of Anishinaabe culture, traditions, teachings, community dynamics.
- Certification in Local Government Administration or equivalent work experience.
- Knowledge of legislation governing First Nations.
- Knowledge of Alderville First Nation community, traditions, teachings, culture, protocols, and practices.

Considered an asset:

- Previous experience as an assistant supporting public officials would be an asset.
- Emergency Response Preparedness training or willing to obtain.

Minimum Requirements:

- Valid driver's license and \$1M liability insurance.
- CPIC acceptable to position upon conditional offer.

PREFERRED EXPERIENCE:

- Results-oriented high level administrative support skills.
- Strong communicator with proven excellent oral and written communication skills particularly in business and government correspondence.
- Exceptional familiarity with technology and desktop applications (MS Office, Zoom, Outlook, etc.)
- Familiar with all office machines including photocopiers, fax machines, VOIP phone systems, etc.
- Proven ability to network effectively and productively with a First Nation community, various community organizations, other First Nations, federal and provincial governments and other external agencies.
- Demonstrated ability to work with a high level of tact, discretion, and professionalism; well-developed staff/public relations.
- Work experience with a First Nation or Indigenous Organization.
- Experience and/or training in Privacy Legislation.
- Experience with finance.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: ***Tuesday, January 7th, 2024.***

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 217
Email: humanresources@alderville.ca

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

AFN Chief & Council retain the right to make the final decision on the selection of the successful candidate.