



**CARRIER CHILCOTIN TRIBAL COUNCIL**

59 – 1<sup>st</sup> Ave South

Williams Lake BC V2G 1H4

Phone: (250) 398-7033 Fax: (250) 398-6329

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**EMPLOYMENT OPPORTUNITY**

**Executive Assistant**

**Part-time (4 days/week) Term Position August 8, 2017 to March 31, 2018 with possible renewal**

**Description:**

Carrier Chilcotin Tribal Council (CCTC) is seeking to hire an Executive Assistant to support operations and further the objectives for the Southern Dakh Nation Alliance (SDNA). CCTC administers the operation of SDNA. SDNA is composed of the Lhoosk'uz Dene Nation, Lhtako Dene Nation, Nazko First Nation and Ulkatcho First Nation. SDNA is a dynamic and growing Nation that demonstrates strong leadership in asserting inherent rights and title, supporting a vibrant economy, while sustaining a healthy natural environment. We are a diverse and progressive organization of professional, creative and dedicated team members and leaders.

This position provides a high level of administrative support for incoming and outgoing document control and identifies opportunities for process improvement to the Executive Director and the SDNA Directors. In this multi-faceted role, you will demonstrate a high degree of professional maturity and a positive attitude. This position relies heavily on good organizational, communication and interpersonal skills. The successful candidate must demonstrate the ability to analyze situations, anticipate and exercise sound judgment in determining appropriate courses of action. The ability to take initiative and maintain confidentiality is necessary to succeed in this senior level administrative role. This position requires the ability to manage multiple and conflicting priorities within a busy, high pressure work environment. The candidate must have a demonstrated ability to work independently when required, however is easily able to coordinate projects.

**Who can apply?**

- The successful candidate must have a recognized post-secondary degree, diploma or certificate in business administration, office/administrative or management/assistance (an acceptable combination of recent related work experience and education will be also considered);
- 3-5 years' recent experience working with similar responsibilities;
- 1-3 years' experience working for a First Nation government, business or organization;

**Abilities & Skills:**

- The candidate must have a demonstrated ability to work independently as well as part of a team;
- Highly organized and able to work under pressure with minimal supervision to meet deadlines;
- Excellent oral and written communication skills;

- Must possess excellent organizational, interpersonal and public relation skills;
- Possess strong skills in Windows, MS Office Suite (Word, Excel, PowerPoint, and Publisher) as well as Outlook;
- Possess the ability to network, build effective relationships, communicate appropriately and represent the CCTC at meetings and other gatherings;
- Should have a good knowledge of Carrier and Chilcotin communities, organizations, culture and traditions; these skills and the ability to speak Carrier or Chilcotin, would be an asset;

**Essential Functions and Duties:**

- Manages and coordinates Executive Director's calendar and workflow and provides support for SDNA Directors as approved by the Executive Director;
- Performs the document management, filing and coordinates and distributes all incoming documents addressed to the Executive Director;
- Ability to manage multiple and conflicting priorities within a busy work environment;
- Initiates, composes and accurately types emails, correspondence and administrative documents according to established guidelines. Ensures proper templates are used on all SDNA documents, edits for content, context, accuracy, consistency and the use of proper spelling, grammar and punctuation for all outgoing SDNA documents requiring Executive Director's approval. Controls quality of outgoing material;
- Maintains good rapport within the organization, SDNA Chiefs, First Nation communities, Provincial/Federal key contacts and the general public by being courteous, cooperative and conscientious;
- Coordinates Staff, Directors, Key Federal/Provincial Stakeholders, First Nation Organizations including preparation of agenda and all relevant materials as well as other meetings on behalf of the Executive Director;
- Records and maintains official board minutes books and files; transcribes meeting communication;
- Maintains central filing system; assesses filing needs and maintains well organized and accessible filing and record keeping systems;
- Handles incoming and outgoing correspondence including research for reference documentation; screening for interest, urgency and relevance; identifying destination while tracking assignments in light of deadlines and controlling quality of outgoing material.

**Start date, salary & location:**

The position starts August 8, 2017. Salary range is \$45 – 57k and will be determined based on qualifications and experience. The location of this position will be at our Williams Lake office.

If you are qualified and want to become part of the CCTC team, please email, your cover letter, resume and three (3) professional references (in Word or PDF format) in confidence by **12:00 p.m., Friday, July 14, 2017** to the attention of Bert Groenenberg, Operations Officer. Please quote Executive Assistant position in cover letter and include "Self-Identified", if you are voluntarily identifying yourself as First Nations or Aboriginal. (If all qualifications are equal, preference will be given to persons of Aboriginal ancestry) Email: [b.groen4@carrierchilcotin.org](mailto:b.groen4@carrierchilcotin.org)

**No applications accepted beyond the closing deadline.** While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. **No phone calls please.** No interview or relocation costs will be provided. Position is dependent upon funding. All applicants must be eligible to work in Canada.