

## **First Nation of Na-Cho Nyak Dun (FNNND)**

<b><u>Position Title:</u></b>	Executive Assistant
<b><u>Department:</u></b>	Executive and Administration
<b><u>Supervisor:</u></b>	Executive Director
<b><u>Date:</u></b>	November 2015
<b><u>Status:</u></b>	Regular Full-time
<b><u>Classification:</u></b>	Level 6

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### **Job Summary:**

Reporting to the Executive Director, the Executive Assistant is responsible for providing administrative support to Chief and Council to ensure the effective and smooth flow of information and adherence to operational policies and procedures.

### **Main Duties:**

- Provide direct support to Council and promote efficient and effective operations of the Government office;
- Provide on-call receptionist support for the Administration department (i.e. receive incoming calls, take messages, direct visitors to the appropriate contacts);
- Correspond to all incoming calls on behalf of Council, take and forward messages to Council;
- Assist Council with travel arrangements as requested;
- Ensure that urgent correspondence or reports are distributed quickly and that the follow-up action item is completed in a timely manner;
- Prepare and circulate agendas for Council meetings within two days prior to the scheduled meeting date;
- Prepare and assemble information packages prior to meetings and ensure that minutes are distributed prior to meetings in a timely manner;
- Schedule, confirm and advertise Council meetings (i.e. date, time, location) on the meeting calendar in the Office and on the community bulletins in town for public notification;
- Able to operate and record minutes at duly convened meetings with an electronic recorder, and any other meetings as required;
- Edit and transcribe minutes for final approval in preparation for the next duly convened meeting;
- Assist with ensuring that follow up action items are taken on Council decisions and is completed on a timely manner;
- Draft correspondence letters, documents, and reports from written or oral dictation. Secure signatures on correspondence and forward to the appropriate agencies and personnel as approved by Council;
- Compile pertinent reading files and circulate to Council;
- Ensure accuracy and confidential measures of the Government's files, including assemble and make recommendations for periodic purging of files and/or delegation to the closed category;
- Assist auditors and/or investigators as requested;

- Coordinate, schedule and confirm the Government's appointments in accordance with operational priorities;
- Assist the Executive Director in the administrative process of planning, including budgets and work plans and liaise with staff as directed to encourage communication flow of information;
- Assist with the coordination and communication of FNNND Boards and Committees; and
- Other duties, as required.

**Impact / Accountability:**

The work of the position has considerable impact on the effectiveness of the Government department and potentially the organization as a whole. The incumbent is expected to provide non-confidential information to callers and assist in the dissemination of public information. The follow up activities associated with this position have a direct impact on the effectiveness of the Governing Body.

**Decision Making:**

The incumbent will be required to use discretion and judgment in rescheduling appointments, meetings, assembling background information, providing appropriate information to callers, and developing effective administrative support systems. Incumbent decides how and where resource materials are filed/catalogued.

Incumbent has the responsibility to carry out the day-to-day work schedules and priorities. Most problems are of a reoccurring nature and may be referred to FNNND staff where appropriate. Incumbent is expected to work with minimal direction so that Council is able to respond to issues of priority. The Executive Director and Chief and Council make major decisions and recommendations.

**Key Personal Contacts and Nature of Contacts:**

<i><b>WHO</b></i>	<i><b>NATURE OF CONTACT</b></i>
Elders	Traditional cultural rules apply
FNNND Citizens	Create awareness of public Council matters
Council	Exchange information with and provide administrative support to
Executive Director	Reports to and will prepare reports, documentation, etc. on various functions.
Management Team	May be asked to provide advice, reports, etc.
Staff	To provide advice and exchange information with.
First Nation Organizations	To provide and exchange information.
Federal, YTG, Private Business Sector and Industry	To exchange and receive information on relevant FNNND policies, documentation, Council decisions, etc.

**Positions to Supervise:**

- None

**Working Conditions:**

While the work is located in a normal business setting, there is a requirement for frequent travel within the community and occasional travel outside community. There is some requirement for meeting regular and ad hoc deadlines, some on short notice. Periods of concentration are required in the taking of minutes and preparation of reports and documentation. The position receives input/direction from a number of FNNND staff.

**Physical effort:**

Sitting for prolonged periods (taking minutes), walking, driving, standing and filing (lifting up to 5 lbs boxes).

**Qualifications:****Education and Experience:**

- Office Administration Diploma and/ or Post-secondary administrative assistance training with an emphasis on computer and general office skills;
- A minimum of two years experience working in a similar position;
- Knowledge of the FNNND history, culture, demographics, goals and aspirations; and
- Experience working in a First Nation environment/ community;

**Specific Skills:**

- Maintain strict confidentiality;
- Excellent oral and written skills.
- Excellent time management and organizational skills;
- Good record keeping and reporting skills;
- Thorough grounding in secretarial and administrative support theory and practices; and
- Tact and diplomacy will be required in making referrals of complaints or requests for technical information.

**Interpersonal Skills:**

- Ability to demonstrate conflict resolution skills and assist in crisis situations in a calm manner;
- Ability to work as a team member;
- Must be able to be flexible with changing circumstances; and
- Ability to take initiative, work independently and meet critical deadlines.

**Office Equipment Skills:**

- Computer skills (i.e. Microsoft Office)
- Phone, fax, copier, scanner, projector

**Conditions of Employment:**

- Security Clearance
- Valid Driver's Licence (preferable)

