

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	Capital and Infrastructure Administrative Assistant
Department:	Capital and Infrastructure
Supervisor:	Capital and Infrastructure Director
Date:	June 2025
Status:	Regular Indeterminate
Classification:	Level 5

Job Summary:

Reporting to the Director of Capital and Infrastructure the Capital and Infrastructure Administrative Assistant (CIAA) is responsible for providing administrative support to the department in promoting efficient and effective operational processes, this includes organizing, scheduling and fulfilling tasks as requested.

Main Duties:

Provides direct administrative support to the Director, Capital and Infrastructure. These duties include:

- Responsible for managing the Directors contact and email correspondences by responding and prioritizing incoming and outgoing correspondence of the department ensuring authorized signatory and forwarded to relevant contacts in a timely and efficient manner improving communications, both within the government and external contacts.
- Responsible for managing the Directors time management schedule by arranging and updating time scheduling for meetings and events.
- Ability to forward relevant information to internal departments and external stakeholders and agencies (i.e. Yukon First Nations, Federal and Yukon Government, business/ trade contractors, etc.) on behalf of the department.
- Prepares meeting agendas, notifies and confirms availability and attendance, coordinates meeting space venue(s) and logistics (i.e. works closely with Catering and Events and IT staff in coordination efforts).
- Drafts, transcribes and revises departmental meeting minutes and briefing notes (includes draft council resolutions) in a timely and efficient manner.
- Prepares and assembles information meeting packages prior for distribution.
- Create and archives files in appropriate locations in the records management system of the department improving records management and information systems for better decision-making.
- Research and provide supporting documentation as required and requested.
- Coordinates and books business travel arrangements as requested.
- Assists the department with projects and on-going operational objectives. This includes supporting Housing Committee/ Housing Tenant Processes, Request for Proposals (RFP) Processes, Fiscal Year End Processes, etc.
- Assisting in ensuring that financial resources, assets, and human resources are allocated and used effectively including:

- Assist in the annual work plan and budget processes.
- Assist in ensuring all contracts are met and tendering processes are followed in accordance with principles, guidelines and procedures set out in FNNND policy as well as the financial manual and NND finance laws.
- Assist the Director in ensuring departmental performance and development goals are scheduled, reviewed and conducted for regular assessment.
- Providing administrative expertise and support to departmental management as required.
- Other related duties as required.

Qualifications:

1) Education & Experience:

- Grade 12 or GED Equivalent and/ or certificate/ diploma in Office Administration or the equivalent in experience and relevant training in clerical administrative duties.
- Knowledge of office procedures (i.e. filing, minute taking, email/ phone correspondence).
- Knowledge of First Nation Government (Umbrella Final Agreement (UFA), Self-Government Agreement (SGA) and First Nations Final Agreement (FNFA), FNNND Constitution) an asset.
- Knowledge of FNNND history, culture, language, demographics, socio-economic issues, goals and aspirations an asset.

2) Office Equipment Skills:

- Computer skills (Microsoft Office); and
- Use of multi-line phone, fax, copier.

3) Interpersonal and Technical Skills:

- Good communication skills, both oral and written.
- Good organizational and time management skills to prioritize tasks to meet deadlines.
- Must demonstrate discretion, tact, and diplomacy at all times.
- Ability to work effectively as part of a team in establishing and maintaining professional working rapport with Council, staff, citizens and the general public
- Ability to work flexible hours.
- Must maintain confidentiality, honesty and trust.

Impact / Accountability:

This incumbent is accountable for ensuring daily administrative tasks are delivered in an effective and efficient manner. The duty of the position directly impacts the function of the department which is critical to efficient professional operations of expectations and deliverables.

Decision Making:

The incumbent has a direct rapport with the Director in fulfilling daily administrative tasks and advises the supervisor when issues or concerns arise that may adversely impact operations. The incumbent is expected to work with minimal supervision, so the Director is able to be responsive to issues of priority.

Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply.
FNNND Citizens	To exchange and receive information on relevant aspects of the Executive Office.
Director, Capital and Infrastructure	Will report to and take direction from regarding all position responsibilities and expectations.
FNNND Staff	Work with department staff on executive initiatives and directives as requested.
Federal, Yukon Government, YFNs, External Organizations and Agencies.	To exchange and receive information on relevant aspects of the Executive Office.

Positions to Supervise:

Casual administrative support staff as required.

Working Conditions:

This position is located in a normal office environment.

Spiritual: Meeting the needs of Citizens while respecting and including traditional values.

Physical:

- May sit for long periods of time at a computer, eye strain from computer monitor, may lift up to 25 lbs. equipment and supplies relevant to duties.
- Remote living conditions in extreme temperatures and light conditions.

Mental:

- High concentration and regularly meet critical deadlines (i.e. meetings, events, ad-hoc deadlines).
- The ability to have flexible working hours to meet the demands of scheduled and ad-hoc meetings that may occur in the evenings and on weekends.
- Multi-tasking and frequent interruptions.

Emotional:

- Position is at risk of lateral abuse and emotional citizens who may demonstrate disruptive occurrences.

Conditions of Employment:

- Class 5 driver's license and abstract
- Criminal Record Check