

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

<b>Position Title:</b>	<b>Executive Assistant</b>
<b>Department:</b>	<b>Executive</b>
<b>Supervisor:</b>	<b>Executive Director</b>
<b>Date:</b>	<b>May 2025</b>
<b>Status:</b>	<b>Regular Indeterminate</b>
<b>Classification:</b>	<b>Level 6</b>

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### **Job Summary:**

Reporting to the Executive Director, the Executive Assistant is responsible for providing administrative support to the Executive Office in promoting efficient and effective operational processes, this includes organizing, scheduling and fulfilling tasks as requested.

### **Main Duties:**

Provides direct administrative support to the Executive Director. These duties include:

- Responsible for managing the Executive Directors contact and email correspondence by responding and prioritizing incoming and outgoing correspondence of the Executive office ensuring authorized signatory and forwarded to relevant contacts in a timely and efficient manner improving communications, both within the government and with all FNNND citizens.
- Responsible for managing the Executive Directors time management schedule by arranging and updating time scheduling for executive 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, legal and negotiation designates, business designates, etc.) on behalf of the Executive Office.
- 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).
- Assists in preparing reports, presentations, and data, as well as maintaining files, records and correspondence for meetings of important documents and facilitates communication across departments.
- Drafts, transcribes and revises meeting minutes, briefing notes, and council resolutions in a timely and efficient manner.
- Prepares and assembles information meeting packages prior for distribution.
- Coordinating office management activities, including procurement of supplies and managing records. This includes creating and archiving files in appropriate locations in the records management system and improving records management and information systems.
- Handling confidential information, ensuring it remains secure.
- Research and provide supporting documentation as required and requested.
- Coordinates and books business travel arrangements as requested.

- Assists the Executive Office with projects and on-going operational objectives. This includes Boards and Committees Appointment Processes, Request for Proposals (RFP) Processes, Fiscal Year End Processes, etc.
- Assists the supervisor in financial resources, assets, and human resources this includes:
  - Assisting in the implementation of annual work plan and budget processes.
  - Assist in tracking and ensuring budget expenditure remains within approved budgets and upon Council request gathers reports and updates on related issues.
  - Assists to ensure all contract protocols 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.
- Assists in ensuring the coordination and implementation of continuously improved financial management standard operating procedures and that good accounting and record keeping practices are followed.
- Directing the execution of all legal documentation and by-laws duly authorized by Council and related entities.
- Assisting the Executive Director in establishing performance and development goals with Directors and ensuring regularly conducted reviews to assess improvements in meeting those goals, which will include the establishment of performance and development goals for department staff.
- Provides administrative expertise and support to departmental management as required.
- Assisting in establishing corporate and department-specific goals, objectives, and expectations, in conjunction with the Executive Director with staff.
- 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.
- Bachelor's degree in business management/ administration.
- 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.

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#### **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.

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### **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 Executive Office which is critical to efficient professional operations of expectations and deliverables.

### **Decision Making:**

The incumbent has a direct rapport with the Executive 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 Executive 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.
Executive Director	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 involuntary disruptive occurrences.

**Conditions of Employment:**

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