



## JOB DESCRIPTION

|                       |                            |                |                          |
|-----------------------|----------------------------|----------------|--------------------------|
| <b>POSITION TITLE</b> | <b>Executive Assistant</b> | <b>STATUS</b>  | Full-Time, Indeterminate |
| <b>DEPARTMENT</b>     | Department of Executive    | <b>LEVEL</b>   | 6                        |
| <b>SUPERVISOR</b>     | Executive Director         | <b>REVISED</b> | September 24, 2026       |

### Context Statement

As an order of government in Canada, FNNND has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

### Job Overview

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 and Responsibilities

#### Executive Support to the Executive Director

- 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.

## **Education and Experience**

- Post-secondary diploma or degree in Business Administration, Public Administration, Office Management or a related field, or an equivalent combination of education and experience.
- A minimum of three to five years of experience providing executive-level administrative support to a senior executive, elected official or organizational leader, preferably within a First Nation, Indigenous government or public-sector environment.
- Sound knowledge of FNNND's history, culture, governance structure, Self-Government Agreement, demographics, goals and aspirations.
- Experience working in a First Nation environment or community strongly preferred.

## **Management Skills**

- Strong time management skills.
- Strong organizational skills and able to stay focused and on track.
- Excellent records management skills.
- Experience managing conflict and resolving issues professionally and calmly.
- Able to handle confidential or sensitive information appropriately.
- Reliable and steady, with good judgement and a strong sense of ethics when making decisions.

## **Interpersonal Skills**

- Demonstrated conflict-resolution skills and the ability to remain calm and professional in crisis or high-pressure situations.
- Ability to work effectively as part of a small, close-knit team while exercising independent judgment.
- Flexibility and adaptability in the face of changing priorities and short notice requirements.
- Ability to take initiative, work independently and meet critical deadlines under pressure.

## **Office Equipment and Technical Skills**

- Advanced proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint) and virtual meeting/scheduling platforms.
- Proficiency with standard office equipment, including phone systems, fax, copier, scanner and projector.

## Direction/Decision-Making

The incumbent is required to use discretion and independent judgment in scheduling and rescheduling the Executive Directors commitments, triaging correspondence and requests, assembling background information, responding to callers, and developing and maintaining effective administrative support systems. The incumbent decides how and where the executive resource materials and records are filed and catalogued, and exercises judgment in identifying which matters require immediate attention versus referral elsewhere.

The incumbent carries out day-to-day work schedules and priorities largely independently. Most recurring matters may be handled or referred to the appropriate FNNND staff without direct instruction; however, matters of a sensitive, confidential or political nature are referred to the Executive Director. The incumbent is expected to work with minimal direction so that the Executive Director is able to focus on priority issues. Major decisions and recommendations remain with the supervisor.

## Impact and Accountability

The work of this position has considerable impact on the effectiveness of the Executive Office and, by extension, on Council and the organization as a whole. Given the position's proximity to the Executive Director, errors in judgment, confidentiality breaches or scheduling failures can have direct reputational, political and operational consequences. The incumbent is expected to exercise sound judgment in providing non-confidential information to callers and in supporting the dissemination of public information, while safeguarding confidential and sensitive matters. Follow-up activities associated with this position have a direct impact on the effectiveness of the Executive office.

## Working Conditions

The work is located in a normal office setting, with a requirement for frequent contact within the community and occasional travel outside the community. The position involves regular and ad hoc deadlines, some on short notice, and may require availability outside of standard business hours given the nature of the Executive Directors schedule and community commitments. Periods of sustained concentration are required in the preparation of briefing material, correspondence and reports.

### *Physical Effort*

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

## Key Personal Contacts and Contact Nature

| Contact                              | Nature                                                                                                                                                                                                                                                    |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Executive Director</b>            | Primary reporting relationship; receives direction from and provides direct, day-to-day executive and administrative support to the Executive Director.                                                                                                   |
| <b>Elders</b>                        | Engages with respect and in accordance with FNNND traditional cultural protocols.                                                                                                                                                                         |
| <b>FNNND Citizens</b>                | Creates awareness of matters; triages and directs citizen requests and inquiries.                                                                                                                                                                         |
| <b>Council</b>                       | Exchanges information with and provides administrative and coordination support to, at the Executive Directors direction.                                                                                                                                 |
| <b>Council Clerk</b>                 | Liaises regarding Council schedules, upcoming decisions, meeting materials and follow-up relevant to the Executive Director, while respecting the Council Clerk's responsibility for formal Council processes, records, agendas, minutes and resolutions. |
| <b>Directors and Management Team</b> | May be asked to provide advice, reports, briefing material and coordination support.                                                                                                                                                                      |
| <b>FNNND Staff</b>                   | Exchanges information with and requests follow-up from, at the Executive Director direction.                                                                                                                                                              |

|                                                           |                                                                                             |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>First Nation Organizations</b>                         | Provides and exchanges information in support of the Executive Office.                      |
| <b>Federal, YTG, Private Sector and Industry Contacts</b> | Exchanges and receives information on relevant FNNND policies, documentation and decisions. |

## Supervised Employees

None directly. The incumbent may provide functional guidance and coverage direction to the Receptionist or other administrative support staff as required to ensure continuity of support to the Executive Office.

## Conditions of Employment

- Oath of Confidentiality, Code of Conduct and other FNNND policies, as required.
- Valid Class 5 Driver's Licence and clean Driver's Abstract.
- Criminal Record Check

## Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.

## Position Approval and Acknowledgements

### Supervisor

I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

### Incumbent

I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

---

**Supervisor**

---

**Incumbent**

---

**Date**

---

**Date**

---

**Department Director**

---

**Director of Human Resources**

---

**Date**

---

**Date**