



**TITLE:** Executive Assistant to Chief – Clerk to Council  
**REPORTS TO:** Executive Director of Administration, and Chief Councillor  
**LOCATION:** Administration Building (office and in the field)  
**TERM:** Full-time, indeterminate position  
**SALARY:** Grade 4 (\$41,622 - \$53,253), pending qualifications  
**CLOSING:** November 09, 2018 at 4:30 p.m.

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**SUMMARY / SCOPE**

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Reporting to the Executive Director of Administration, the Executive Assistant to Chief - Clerk to Council will provide administrative support for Chief and Council, and assist with governance outreach and research. This position provides a full range of administrative and clerical support to Chief and Council including preparation and set up for meetings, note taking, and ensuring the smooth flow of information and correspondence. A key element of success for the Executive Assistant to Chief - Clerk to Council is the development and maintenance of an awareness and understanding of all relevant issues the Chief and Council are working on, and to have all key information on hand or readily accessible to facilitate and support the deliberations and decisions of Chief and Council. The Executive Assistant to Chief - Clerk to Council works closely with Boards and Committees that report to Chief and Council. This employee has exceptional written and verbal communication skills with a proven track record as a team player who is comfortable with deadlines, multi-tasking and prioritizing a busy workload. This position collects and maintains all information in accordance with the *Personal Information Protection and Electronic Documents Act*. and other applicable legislation. The employee will be responsible for coordinating the Governance activities for Chief and Council. Other related duties as required.

**Core Competencies**

- Ethics/Integrity
- Confidentiality
- Communication
- Collaboration
- Adaptability
- Accountability
- Organized
- Research

**MINIMUM QUALIFICATIONS**

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- Mature individual of professional presentation with a minimum grade 12 high school diploma, and combination of relevant experience.
  - 2 years demonstrated experience in a related administrative assistant field.
  - Strong interpersonal skills and ability to interact professionally with internal and external stakeholders.
  - Organized and detail orientation; can handle competing priorities and meet deadlines.
  - Excellent communication skills (written and oral); ability to build and maintain relationships with members and leaders and effectively liaise with diverse groups and a range of individuals, remotely and in person, in a professional manner.
  - Proficient computer skills in MS Office, Google applications, internet, email and basic knowledge of database management technologies and knowledge regarding remote access and operation connectivity.
  - Keyboarding speed of 50 wpm with few errors.
  - Strong morals and ethics, and a commitment to staff privacy.
  - Excellent time management and project management skills.
  - Politically and culturally sensitive.
  - Successful completion of a criminal record check.
  - Valid class 5 driver’s license and current driver’s abstract.
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**DESIRED QUALIFICATIONS**

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The aforementioned as well as:

- Certificate in Applied Business Technology
- 2 plus years office experience in a busy office environment assisting an executive.
- Experience preparing agendas and taking notes and drafting minutes.
- Experience working for or a relational understanding of, First Nations Governance is an asset.
- Ability to speak Dene and/or Cree an asset.

**WORKING CONDITIONS**

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- Willingness and ability to be flexible to work occasional evenings and weekends for special meetings and community events.
- Interacts with administrators, Council, employees, and government agencies regarding personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Competing priorities with medium-high control over individual priorities.
- Moderate-high levels of considerable mental concentration.
- Ability to lift up to 18 kilograms (40 lbs.)
- Long hours requiring concentration.
- May require occasional travel.
- Overtime as required.

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### **APPLICATION INSTRUCTIONS**

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**Closing Date:** November 09, 2018 at 4:30 p.m. Competition will remain open until filled. **Start date:** Soon thereafter. **Salary:** Pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified local First Nation's applicants. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, health and pension benefits, professional development and career advancement opportunities. Kindly forward your cover letter and resume to:

**Human Resources, Recruitment**  
Fort Nelson First Nation  
R.R. #1, Mile 295, Alaska Highway  
Fort Nelson, B.C. V0C 1R0  
E-mail: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

***We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.***

\*\* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.