



Fort Nelson First Nation Community Education Authority

INTERNAL-EXTERNAL JOB POSTING

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| Job Title: | Executive Assistant to Chair, Clerk to CEA (Clerk V) | Posting #: | 201904.02-1.0 |
| Department: | Education | Level: | G4-L3-C5 |
| Location: | Office at 2026 Kennay-Road.; Multiple Sites Served | FTE: | 1.0 |
| Supervisor: | Director of Education | Starting Rate: | \$25.93 |
| Key Areas: | Records, Communications, Public Relations, Legislation | First Posted: | 16-04-2019 |
| Effective Date: | April 2019 | Closes: | 30-04-19 |

SUMMARY / SCOPE

Reporting to the Director of Education, the Executive Assistant to Chair, Clerk to Community Education Authority (the 'CEA') will provide executive assistance and clerical level support to the CEA, and will assist with the coordination and execution of governance services, meetings management, and outreach and research activities. This position provides a full range of executive assistance and clerical support including, preparation and set up for meetings, note taking, drafting official communications, and ensuring the smooth flow and tracking of information and correspondence in and out of the office. A key element of success for this position is the development and maintenance of an awareness and understanding of all relevant governance issues the CEA are working on, and to have all key information on hand or readily accessible to facilitate and support the deliberations and decisions of the CEA. This position works closely with the director of education and department staff, and the Board and Committees that report to the CEA, and communicates frequently/infrequently with community members, parents, partners and external agencies. Other related duties as required.

Candidate Profile:

The Executive Assistant to Chair, Clerk to CEA maintains a diplomatic approach in all matters, and possesses exceptional listening and observation skills, as well as exceptional written and verbal communication skills, and is a team player who is comfortable with deadlines, multi-tasking/task-switching, and prioritizing a busy workload. This employee is responsible for assisting the Director of Education with managing the Governance activities of the Community Education Authority.

COMPETENCIES

- Listening Assessment
- Confidentiality
- Accountability
- Communication
- Research
- Computer Skills
- Diplomacy
- Organization
- Knowledge Integration

MINIMUM QUALIFICATIONS

- Mature individual of professional presentation with a minimum grade 12 high school diploma, and combination of relevant experience.
- Three (3) 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.
- Travel is a requirement of this position; and flexibility in relation to work schedules and locations may be required.
- Satisfactory completion of a criminal records review program – vulnerable sector.
- Valid BC Driver's License
- Satisfactory driver's abstract.



DESIRED QUALIFICATIONS

The following are considered assets:

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

WORK CONDITIONS

- Ability to lift up to 10 lbs. boxes, file-boxes, and equipment.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting to facilitate sessions.
- Interacts with senior administrators, Boards, Committees, management staff and personnel, parents, community members and visitors, government agencies/personnel regarding educational governance.
- Manual dexterity required to use desktop computer and peripherals.
- Visual concentration to interpret observations and integrate into evaluation.
- Auditory concentration is constantly required in meeting sessions to listen attentively, to be alert and to obtain and interpret information correctly.
- A higher than normal level of attentiveness is required when assessing spoken language.
- Driving/Travel is a requirement, must be willing to drive to multi-sites, this may include travelling in winter road conditions for distances up to 20 kilometers
- May be exposed to unpleasant dealings in emotionally charged situations.
- Overtime as required.

APPLICATION INSTRUCTIONS

Posting Closes: April 30, 2019 at 4:30 p.m. **Remuneration:** Rate offered to the successful applicant is pending qualifications: certification(s), knowledge, skills, and abilities. *Preference may be given to qualified First Nation's applicants. 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

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.