



Treaty 8 First Nations of Alberta

To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.

Executive Assistant Treaty 8 First Nations of Alberta

Treaty 8 First Nations of Alberta is seeking a highly motivated individual to work as a full-time Executive Assistant in our Economic Development Division. Reporting to the Director of Strategic Initiatives and Stakeholder Relations (DSISR), the Executive Assistant is responsible for the overall coordination and implementation of administrative activities that directly support the Economic Development CEO (EDCEO) and the Economic, Trades and Commerce Pillars of Treaty 8 First Nations of Alberta.

RESPONSIBILITIES

The ideal candidate is an administrative expert who enjoys supporting and collaborating with team members and treaty members and communities. The Executive Assistant is a highly organized individual who can prioritize effectively and provides high quality work, is great at reviewing and modifying processes to ensure a highly efficient and effective administrative function by:

- Assisting with the development and implementation of day-to-day office policies and procedures.
- Maintains appointment and meeting schedules by planning and scheduling meetings, conferences, teleconferences, when required.
- Responsible for administrative tasks for the DSISR and EDCEO such as producing complex documents and reporting, collecting, and preparing information for meetings, composing correspondence, maintaining contact lists, and assisting with special projects.
- Reviews, routes, and tracks all incoming correspondence to appropriate projects, and can assess priorities for the DSISR and EDCEO to address.
- Assists EDCEO with the preparation of the T8EDC Board of Directors Meetings and the Monthly T8 Governance Meetings Report including:
 - Provides support and works as a liaison for Board meetings by arranging all logistics for board events such as scheduling meetings, drafting the agenda, travel arrangements, completing and submitting expense claims, developing, compiling, and distributing presentation information.
 - Drafts, transcribes recorded meetings, and provides Executive Minutes promptly, routine correspondence including briefing notes and binders, memorandums, letters.
 - Liaises with administrative support staff to coordinate issue management and administrative services to bolster consistency.
 - In collaboration with Finance Director, designs, implements, and updates the budget forecast spreadsheet monthly as required.

QUALIFICATIONS

- Minimum post-secondary diploma specializing in Administration, Office Management, Business Administration, or a related field is an asset with 5-7 years of progressive experience in an administrative work environment.
- Solid understanding of standard office administration practices and procedures.
- Proficient at typing, working knowledge of Microsoft Office – Office 365 (Excel, Word, PowerPoint, Publisher).
- In-depth knowledge of Treaty 8 First Nations of Alberta and our member First Nations, Tribal Councils, Treaty areas, partner, clients, and stakeholders.

ADDITIONAL REQUIREMENTS

- Possess valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel extensively within Treaty 8 territory and other destinations when required.
- Willingness to work flexible schedule after hours and/or weekends. Combination of working remotely, in-office, and at community locations.
- Must provide and possess a clear criminal record check.
- Ability to speak and/or understand the Cree or Dene language (or another applicable First Nation language) would be beneficial.

DEADLINE: All applications must be submitted by March 7, 2022.

APPLICATION PROCESS: Please send via email your *resume, cover letter, and salary expectations* to:

Melissa Gillis
Director, Strategic Initiatives & Stakeholder Relations
Treaty 8 First Nations of Alberta
mgillis@treaty8.org

Thank you to all who apply, however, only those selected for an interview will be contacted.

Dated February 22, 2022