



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 is seeking a highly motivated individual to work as a full-time Executive Assistant for our Health Department, directly supporting the Director, Health Authority. The Executive Administrative Assistant is responsible for assisting with the overall management and coordination of the administrative activities of the Treaty 8 Health Authority and for providing reception services and other clerical and administrative services for the T8FNA office as required/requested.

This position requires effective working relationships with colleagues, community members, Treaty 8 leadership, and other visitors to the Treaty 8 office to support us in our vision to protect, promote, bring life, implement, and sustain the true spirit and intent of Treaty No. 8.

RESPONSIBILITIES

- Assisting with the development and implementation of day-to-day office procedures in the Health department to enhance the efficiency of operations.
- Assisting the Health Authority Director with the implementation and maintenance of effective records management systems.
- Maintains appointment/meeting schedules by planning and scheduling meetings, conferences, teleconferences, and travel when required.
- Provides calendar management by prioritizing requests and inquiries, makes judgement and recommendations to ensure smooth day-to-day engagements.
- Responsible for administrative tasks for the Health Authority Director such as, producing complex documents and reporting, collecting and preparing information for meetings, composing correspondence, maintaining contact lists, preparing expense reports and assisting with special projects.
- Reviews, prioritizes, routes and tracks all incoming correspondence to appropriate projects, and can assess priority to the Health Authority Director to address.
- Assists the Health Authority Director with the preparation for T8 Health Authority Board Meetings.
- Provides historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Take minutes at various meetings when requested and/or directed by the Health Authority Director.
- Provides support and works as a liaison for Health department meetings by arranging all logistics for events such as scheduling meetings, drafting the agenda, and developing, compiling, and distributing presentation information.
- Review all documents, reports, and correspondence prepared for signature by Health Authority Director for format, content, grammar, and spelling.
- Provides support with coordinating and managing all activities related to Health department events as required.
- Drafts routine correspondence including briefing notes and binders, memorandums, letters, minutes, and reports from copy or general instructions.
- Liaises with administrative support staff to coordinate issue management and administrative services to bolster consistency.
- Facilitating internal communications, including updated department staff lists, telephone lists and emergency contacts.
- Hosting Zoom/Microsoft Teams Meetings for the Health Department/Authority. This includes transcribing meeting minutes.
- Assisting with other duties as assigned by the Health Authority Director and Health department.

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COMPETENCY REQUIREMENTS

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

QUALIFICATIONS

- A minimum High School diploma or GED is required.
- Post-secondary Diploma specializing in Administration, Office Management, Business Administration, or a related field is an asset.
- Minimum of 3-5 years of experience in a similar role.
- Solid understanding of standard office administration practices and procedures.
- Working experience managing multiple calendars.
- Typing speed of 45-50 WPM and a solid working knowledge of Microsoft Office – Office 365 (Excel, Word, PowerPoint, Publisher).
- Knowledge of First Nations communities covered by Treaty 8 First Nations of Alberta.
- Proven experience in building working relationships with First Nations communities and partners.

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 (Alberta) territory and other destinations when required.
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to oath of confidentiality.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

DEADLINE

All applications must be submitted by March 28, 2023.

APPLICATION PROCESS

Please send via email your resume, cover letter, and salary expectations to Shelly Gladue. Please reference in the subject line that your application is in response to the posting for Executive Assistant, Health.

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