



# Bonaparte Indian Band

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## **BONAPARTE INDIAN BAND EXECUTIVE ASSISTANT JOB POSTING**

**Position:** Executive Assistant  
**Reports to:** Band Manager  
**Term:** Full Time (35 hrs. week)  
**Start Date:** As soon as a suitable candidate is found  
**Remuneration:** Salary will commensurate with Qualifications and Experience

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### **JOB PURPOSE**

The Executive Assistant is responsible for providing senior administrative assistance and support to the Band Manager, Chief and Council and the management team. In addition, the Executive Assistant is responsible for public relations and communication functions.

### **KEY JOB FUNCTIONS**

#### **Administrative Functions:**

Provide the following administrative support tasks to the Band Manager, Chief and Council and the management team:

- Review and prioritize incoming correspondence, reroute or copy as appropriate and/or attach pertinent files or related correspondence.
- Receive, screen and direct telephone calls for the Band Manager and Chief and Council.
- Prepare professional and confidential correspondence, memos and documents.
- Photocopy and file documents.
- Coordinate and organize logistics for meetings.
- Schedule and document dates of meetings, and record notes during meetings.
- Prepare and maintain the Band Manager and Chief and Council task lists.
- Liaise with the Band Manager and the Chief and Council to develop meeting agendas, prepare reports and obtain materials.
- Prepare and distribute agendas, minutes and supporting documentation for meetings.
- Coordinate and organize travel accommodations, meeting space, food and other supplies for meetings.
- Schedule, update and send reminders of scheduled meetings, speaking engagements and appointments.
- Conduct research and compile information for draft reports.
- Draft policies, procedures and other professional documents as directed.
- Assist with special projects when required.
- Mentor the junior office administration staff as required.
- Always maintain and present a positive and professional image of the executive office.

#### **File Administrator**

Assist in the development of a corporate filing system and develop a better system for finding in-house files, including legal documents such as BCRs and Chief and Council Meeting Minutes, Agreements, maps, mylars, plans, sketches, reports, multimedia items, and studies/manuals.

Create and maintain proper management of records to ensure the competent retrieval of information to defend the Bonaparte's rights and title claims and demonstrate fulfillment of funding obligations to AANDC and other funding agencies; provides transparency and accessibility in accordance with Federal & Provincial legislation, and may reduce the need to hire consultants.

Actively seek grant funding opportunities for each department and facilitate manager's in submitting applications and preparing the necessary reports and documents that are required by the government and other agencies.

### **Communications**

- Update and develop forms, newsletter, posters, and reports as needed.
- Assist with maintaining the website; keep news and events up to date.
- Assist with updating the community Facebook page.
- Ensure newsletter is printed and delivered/mailed in a timely fashion.

### **MINIMUM EDUCATION**

#### **Business Knowledge and Education**

- Degree or diploma in Business Administration is preferred.
- Experience working with various office systems and equipment.
- Experience working with Aboriginal people, organizations and communities.

#### **Knowledge Requirements**

- Knowledge of First Nations structures, service delivery, customs and traditions.
- Respect for, sensitivity towards as well as knowledge and a willingness to learn Bonaparte culture and traditions.
- Knowledge of the best practices in administration processes.
- Knowledge of external agencies related to Band Administration.

#### **Special Skills**

- Proficient computer skills with MS Office Software.
- Excellent planning and organization skills.
- Excellent interpersonal and customer service skills.

#### **Qualifications**

- Post-secondary education in an Office Administration related program; 2 years directly related experience (or equivalent combination of education and experience). Must pass a criminal record check.

#### **Knowledge, Skills, and Experience**

Sound working knowledge of computer systems and programs including Microsoft Office, Internet/Intranet applications, Council Governance, and procedures. Knowledge of Indian band and council and committee requirements. Strong knowledge of confidentiality, protocols, and privacy requirements. Excellent organizational, communication, interpersonal, and decision-making skills. High attention to detail and accuracy.

#### **Competencies – Knowledge, Skills, and Abilities**

- Ability to interact positively with co-workers and the public.
- Ability to deal with diverse staff working styles, and administrative needs.
- Proficient in the use of computer programs for word processing, databases, spreadsheets, accounting, email and the internet.
- Must have strong administrative, organizational, and communication skills.
- Ability to take direction, meet deadlines and have attention to detail.
- Ability to deal tactfully and effectively with Band members, suppliers, and co-workers and keep information confidential
- Current Valid BC Driver's License.

### **WORKSITE LOCATION**

The position will be based out of the head office of Bonaparte Indian band.

**CLOSING DATE: August 31<sup>st</sup>, 2020 no later than 4:00 pm**

**TO APPLY: Submit resume to:**

**c/o: Human Resources**

**St'uxwtews|Bonaparte Indian Band**

**EMAIL: [payroll2@bonaparte.band](mailto:payroll2@bonaparte.band) OR Fax: 250-457-9550**

\*\* only those candidates shortlisted for an interview will be contacted