



CONFEDERACY OF TREATY NO. 6 FIRST NATIONS

SUB - OFFICE:
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Employment Opportunity

Administrative Assistant

Full-Time, Term contract 12 months
Pay Range: \$43,000.00-\$47,500.00
Competition No: CT6FN-24-06

The Confederacy of Treaty Six First Nations (CT6FN) is a non-profit Political and Treaty Organization (PTO) that has been mandated by the Chiefs and Elders of Treaty No. 6 to advocate, protect, and enhance Treaty rights by monitoring legislation and policies that affect Treaty rights.

The Confederacy of Treaty Six First Nations (CT6FN) is seeking a dedicated Administrative Assistant to help support the Confederacy of Treaty No.6. In this role, you will perform various administrative tasks to support our team. The ideal candidate is proactive, detail-oriented, and can manage multiple tasks efficiently. The Administrative Assistant will commit to working with the CT6FN team of technical and professional individuals to act as a united political voice for the First Nations who signed Treaty No. 6. This position reports directly to the Director of Operations.

This opportunity offers the following incentives:

- Competitive Salary
- Group Benefits -Extend Health, Dental and Life.
- Pension Plan.
- Employee engagement events.

Responsibilities

- Greet visitors, answer phone calls, and respond to inquiries courteously and professionally.
- Record incoming and outgoing mail, distribute and file documents.
- Assist with the flow of communication and maintain a detailed record of meeting minutes, agendas, and notices as required.
- Maintain a clean and organized office environment, including managing office supplies, equipment, and facilities.
- Assist with scheduling appointments, meetings, and travel arrangements for staff members.
- Prepare and distribute correspondence, memos, reports, and other documents as needed.
- Assist with planning and coordinating office events, meetings, and conferences, including arranging logistics, preparing materials, and coordinating catering if necessary.
- Provide administrative support for special projects, including research, data collection, and coordination of tasks as assigned.
- Supported executive assistant in assembling meeting information packages and information sharing with chiefs.

Education, Qualifications, and Work Experience

- Post-secondary certificate in a related field, i.e., office administration.

- Equivalencies may be considered based on one year of experience for one year of education or one year of education for one year of experience.
- A minimum of 2 years of progressive experience in a similar role, preferably in First Nations communities, or an equivalent combination of education & experience.
- Excellent understanding of standard office procedures and protocols, including filing systems, document management, and record-keeping practices.
- The ability to identify problems, analyze situations, propose practical solutions or escalate issues appropriately.
- Adapt quickly and remain composed under pressure when last-minute changes occur.
- Knowledge of effective communication principles, including proper telephone etiquette, email etiquette, and professional correspondence formatting.
- Advanced proficiency in office software applications (e.g., Microsoft Office Suite).
- Strong organizational and multitasking abilities, with a keen eye for detail.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Proactive attitude and willingness to take initiative in identifying opportunities for improvement, offering assistance, and contributing to the overall success of the team and organization.
- Demonstrate flexibility and the ability to work in a fast-paced, challenging environment.
- The ability to communicate in one of the affiliated First Nations of the Confederacy (Cree, Nakoda, Dene, Sauteaux) is a definite asset.
- Preference will be given to Treaty Six First Nation Members.

Condition of Employment

- Clear Criminal Records
- Intervention Record Check.
- Valid driver's license.
- reliable transportation and the ability to travel overnight as necessary.

Competition Deadline and Details

Competition Deadline:
July 9th, 2024, 4:30 pm MST

Please email your Cover letter and resume to:

Email Employeerelations@treatysix.org.

Fax Resumes: 780-944-0346

Confederacy of Treaty Six is an equal opportunity employer. We celebrate diversity and encourage applications from all qualified individuals. The personal information submitted pursuant to this advertisement will be utilized for this Employment Opportunity only and is subject to compliance with the Freedom of Information and Protection of Privacy Act.

Applicants are thanked in advance for their interest; however, only those selected for an interview will be contacted.