

JOB DESCRIPTION

Executive Assistant

Summary of Duties

This position provides high level executive administrative support and assistance to the Deputy Grand Chief managing day-to-day operations for the Executive Office and under the supervision of the Senior Executive Advisor. The Executive office consists of the Deputy Grand Chief with overall support from the Senior Executive Advisor, Senior Policy Analyst and the Executive Assistant. The Executive Office is a dynamic and fast-paced environment where the Executive Assistant is expected to be a proactive self-starter with excellent organizational and time management skills. This role requires the Executive Assistant to take the initiative, oversee the management of team administrative files, and maintain effective communication across the team. It also requires maintaining strict confidentiality and exercising sound discretion in all tasks. The Executive Assistant is authorized to make requests on behalf of the Deputy Grand Chief and must cultivate and maintain positive working relationships with the 49 Nishnawbe Aski Nation (NAN) communities.

Office-Related

- Manage the Deputy Grand Chief's calendar and schedule appointments, meetings and incoming voicemail messages.
- Arrange travel and prepare travel itineraries including:
 - Travel advances and claims for the Executive office
 - Travel bookings, and honorariums for delegates i.e. Elders
- Complete and/or approve purchase orders, cheque requisitions and submit vendor payments as required for the Executive office.
- Prepare credit card reconciliations for the Deputy Grand Chief and ensure supporting documentation is provided as required by Finance.
- Prepare correspondence such as letters, memos, emails when requested, including, reviewing or proofreading correspondence to be sent from the Deputy Grand Chief and affixing his signature on approval.
- Manage coordination of approvals required from the Deputy Grand Chief on materials such as briefing notes, presentations, resolutions and reports.
- Facilitate the preparation of posters, ads, and other graphic design needs for events and/or social media posts with the Communications department.
- Handle all incoming and outgoing mail and faxing for the Deputy Grand Chief or Executive office.
- Handle all ordering of office supplies, promotional materials, gifts, and cultural supplies.
- Collect and maintain contact or distribution lists for the Executive office use and for connecting individuals to programs and services information.
- Save and store Executive office files and information in an efficient, organized and confidential manner using Sharepoint.
- Assist in strategic planning and implementing strategic plans.

- Assist in maintaining Executive office work plans or tracking activities including following up on action items.
- Run errands and attend meetings at various locations.

Meetings including Meeting Support at Chiefs Assemblies

- Coordinate Executive office related meetings.
- Provide support at NAN Chiefs-in-Assembly as well as other NAN meetings, conferences, workshops, and events as required.
- Complete Executive office meeting registrations and process registration payments.
- Book meeting venues and arrange catering and equipment ensuring that meetings go as planned and troubleshoot as necessary.
- Create agendas and transcribe minutes including notetaking.
- Create and prepare materials for meetings including cultural supplies.
- Arrange meeting supports i.e. Elders.
- Correspond with internal and external parties regarding their attendance to meetings, conferences etc.
- Coordinate, attend and participate in any debrief meetings as needed.
- Attend all organizational meetings as requested and adhere to NAN policies, procedures and protocols.

Project-Related

- Undertake and complete assigned projects and duties independently and effectively.
- Prepare funding applications for the Senior Executive Advisor to review as required.
- Prepare project expense reports, only as required.
- Support in research and information collection as required by the Executives office for projects and advocacy efforts.
- Assist in advocating for the people in the 49 NAN communities.

Other

- Assist in providing routine department training to new staff and act as the employee guide as part of onboarding.
- Complete all mandatory training assigned.
- Other duties as required.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College Diploma or equivalent combination of education and experience in an administrative field is preferred.

Credentials:

This position requires a valid Ontario driver's license and access to a vehicle, as well as the ability to meet the eligibility criteria for vehicle rental.

Experience:

3 years of relevant experience working in an office environment is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Position must be familiar with current community resources.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- Thorough knowledge and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anisininew or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in a office setting with short periods working in a warehouse setting.
- May require working hours that extend beyond 9:00am – 5:00pm due to work events and/or travel.
- Working within communities, away from home as required.
- Travelling in both commercial and smaller aircraft-only as required.
- Highway driving (including major city centres) may also be required.

- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the Senior Executive Advisor with further accountability to the Chief Administrative Officer for overall performance.