

## **JOB DESCRIPTION**

### **Project Assistant - Infrastructure and Housing Department**

#### Summary

The Project Assistant will assist in the continued development and administration of NAN Infrastructure Projects. The Project Assistant is to provide day-to-day administrative support and assistance for projects related to housing, water and wastewater treatment, broadband improvements, transportation, power delivery and emergency management. Other duties to include project specific logistical planning and implementation for events, meetings and other special events as required.

#### Duties

This position provides administrative support to the all other staff in the department..

- Provide administrative support to the department in meetings, workplans, activities, workshops and training sessions and objectives.
  - Creating agendas and transcribe minutes.
  - Photocopying, organizing, and preparing materials for meetings.
  - Arrange travel for staff in the department (if required) as well as for the delegates.
  - Being the liaison for NAN registration.
  - Booking venues, arrange catering.
    - Completing purchase orders, preparing cheque reqs, honorariums and submitting vendor payments.
  - Correspondence with internal and external partners that attend meetings, conferences etc.
  - Purchasing gifts
- Initial point of contact with First Nations, First Nation organizations, government offices and partner organizations.
- Provide options and connect people with programs or information as needed and keep a contact list.
- Outreach to our 49 First Nations and develop, solidify and maintain good working relationships.
- Collect and store department data in an efficient, organized and confidential manner using SharePoint.
- Handle all department copy work, mail distribution, office supply ordering, and promotional goods ordering, faxing and mailing.
- Support the NAN chiefs assembly, and NAN activities as required.
- Attend, support and participate in de-brief meetings.
- Attend all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Input documentation as required through scanning for record keeping in SharePoint.

- Undertake and complete assigned projects and duties independently and effectively.
- Shop and track all purchases of supplies, meeting materials, gifts and gift cards.
- Collect routine data from communities, partners, Program Officers, and Coordinators when required.
- Continuous update sub-committees' advisory groups and task teams' distribution lists.
- Complete all mandatory training assigned.
- Other duties as required.

## Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

## Cross Training:

- Assist with the onboarding of new staff. Act as a guiding role for basic questions within the organization and department.

## Competencies And Qualifications:

*Candidate must possess the following skills and attributes:*

### **Education:**

- One year certificate of relevant education or related experience is preferred.

### **Credentials:**

Not Applicable

### **Experience:**

1 year 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.

- Basic knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- Some knowledge and interest in NAN communities, FN organizations and current events.
- Some knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree 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.
- Working within communities, may be away from home on a frequent basis.
- Travelling in both commercial and smaller aircrafts.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

## Financial Authority

This position has no financial authority.

## Accountability

This position is under the day-to-day supervision of the department Director/Manager with further accountability to the Chief Administrative Officer for overall performance.