

# Executive Assistant to Chief & Council

Batchewana First Nation

Range: \$28.57-\$31.88

## Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the northeastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

## Position Summary

Working directly with the BFN Chief and reporting on an administrative basis to the CEO the Executive Assistant to Chief and Council is responsible for providing day-to-day administrative support to the Office of the Chief. This role is responsible for a wide range of complex, time-sensitive and confidential administrative duties that assist Chief and Council to perform their roles in an organized, informed and efficient manner.

## Key Duties & Responsibilities

- Performs executive administrative functions such as booking travel, providing information/communication, organizing meetings on behalf of the Chief and Council in order to ensure Council matters are facilitated and acted upon.
- Manages the Chief and Council schedule and calendar, including tickler system, by performing duties that include, scheduling meetings through Outlook, sending reminders, regular communication and resolving scheduling conflicts in order to ensure Council meetings occur when needed and participation is enabled.
- Liaises with the BFN Council, CEO and Executive Assistant to CEO as well as with the general public, community organizations / members, other First Nation leadership and Indigenous networks and organizations in order to assist with coordination of communication and events and to promote a smooth flow of information between Council and Operations
- Ensures all aspects of Council and Community meetings are effective and efficient by performing duties that include preparation and release of meeting packages including agendas and motions, meeting minutes, , attending and facilitating meetings, coordination of guests and any technology supports and venue set up/clean up.
- Coordinates travel and handles / reconciles all related expenses in accordance with BFN policy and reporting requirements.
- Promotes effective communication through activities such as triaging inquiries (written, electronic, telephone, and in-person) involving/forwarding emails to appropriate operational staff and/or Council members, responding through verbal and written correspondence in order to ensure appropriate and timely responses and promote a positive perception of BFN.
- Follows up on action items arising from Council meetings including distributing motions, ensuring appropriate sign-offs, booking review meetings, forwarding documents to corresponding stakeholders (e.g. contribution agreements) or other matters arising from Chief and Council business in order to ensure accountability and completion of identified actions.
- Adheres to and improves office practices, processes, filing systems and record keeping in support of business arising from Chief and Council in order to ensure safe-keeping of and access to information as well as due diligence for confidential matters.
- Establishes and maintains positive relationships with the public, community organizations, Council, BFN leadership and staff and other stakeholders through duties that include responding to requests and ensuring that matters are raised and resolved.
- Assists in completing special projects through duties such as obtaining information, coordinating events/meetings, organizing materials in order to support of the business of Chief and Council and / or the organization.
- Performs other related duties as required

## QUALIFICATIONS & EXPERIENCE:

- A diploma in Office Management
- 5 – 7 years directly related and comparable experience

## KNOWLEDGE, SKILLS & ABILITIES:

- Maintain a high level of confidentiality and discretion
- Ability to work independently or collaboratively as a team
- Exceptional interpersonal, relationship, communication (written and verbal) and organizational skills
- Ability to demonstrate integrity, empathy, trust, respect, and understanding by always acting with a high degree of professionalism
- Ability to demonstrate strategic insights and operate proactively in response to the dynamic demands of BFN
- Highly organized and effective in maintaining files / records and dealing with correspondence
- Effective communication skills both oral and written
- High level of competency in using computer software such as Microsoft Office
- Familiar with First Nation traditions and history

## CONDITIONS OF EMPLOYMENT

- Favorable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC).
- Valid G Driver's License and/or access to a reliable vehicle.
- Travel Required

**How to Apply & Deadline:** Please forward your cover letter and resume to email:

[humanresources@batchewana.ca](mailto:humanresources@batchewana.ca) Subject Line: Executive Assistant

**ALL APPLICATIONS MUST BE RECEIVED BY April 12 2024, 2024 AT 12:00 PM (Noon).**

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*

## Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding inherent obligations.

Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self-determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

## How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.