



JOB POSTING – REPOST

Title: Executive Assistant (Casual/Relief)
Reports to: Band Administrator
Terms: Contract
Hours: up to 35 hours per week
Salary: Dependent upon qualifications
Location: Governance Building

Position Summary:

The Executive Assistant provides administrative support to the Chief, Band Council and Band Administrator.

Duties and Responsibilities:

- Attend all Band Council meetings
- Record minutes of Band Council and joint council meetings as close to verbatim as possible
- Prepare a draft of Band Council meeting minutes for review by Chief, Council and Band Administrator before week end; once accepted, process final copy and distribute to the Band Administrator and Communications Officer (for the monthly newsletter), and file in the minute books
- Prepare Band Council Resolutions, distribute a copy to Chief, Council, and Band Administrator to ensure that they are correct
- Have Chief and council sign off on band council resolutions, distribute electronic copies to the Band Administrator and file in appropriate BCR books
- Process all correspondence directed to the Chief
- Maintain files for the Chief and general filing system for Chief and Council correspondence
- Arrange/confirm appointments for the Chief and for Council meetings
- Responsible for final preparation of agenda, all agenda items must be vetted by the Band Administrator before agenda is finalized
- Gather committee meeting minutes, and other all other documents required for Council meetings
- Arrange travel and accommodation for the Chief and Council members
- Plan and arrange Council business luncheons in-house or restaurants when requested
- Monitor Council attendance and prepare a summary for the newsletter
- Forward all correspondence to the Band Administrator, to ensure that the appropriate program managers and band members get their BCRs
- Provide any research as requested by the Chief or Band Council
- Prepare summary of Band Council minutes for newsletter
- Send out meeting notices on Outlook to Chief, Council, Band Administrator and Communications Officer
- Knowledge of all band policies and procedures, to assist Council in decision making process
- Have a thorough knowledge of various online meeting venues, to ensure ease of meeting online
- Other duties as directed by the Chief or Band Administrator

Qualifications/Experience:

- Grade 12 or equivalent and/or post secondary diploma/certificate in a related field
- Previous experience in office, secretarial or administrative support
- Ability to record the minutes of meetings
- Excellent computer skills
- Excellent verbal and written communication skills
- Strong organizational and time management skills

- Good inter-personal skills
- Able to work with a minimum of supervision

Requirements:

- Keep strict confidentiality of information
- Professional conduct
- Willing to work after hours as requested or required
- Flexibility to travel to out-of-town meetings
- Provision of a clean criminal reference check (CPIC)
- Valid G class driver's license and access to a reliable vehicle

Applications MUST include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, May 20, 2022 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Applications will be received:

At Office: HR Dept, 519-797-2781, Extension 1110

By E-Mail: tina.jacobs@saugeen.org

By Mail: HR Department, 6 Cameron Drive, R.R.#1, Southampton, ON N0H 2L0