



Independent First Nations

Independent First Nations Executive Administrative Assistant

The IFN's are seeking a highly motivated dynamic individual to fulfill the responsibilities of Executive Administrative Assistant to work out of the IFN Six Nations Office on behalf of the IFN Communities. Round 1 of employment opportunity is open to members of the Independent First Nations (IFN).

Term

The IFN Executive Administrative Assistant will be hired for a TERM contract position with possibility to extend employment beyond March 31, 2021. The IFN Executive Administrative Assistant will be governed and will adhere to the IFN Policies.

Description

The Independent First Nations Intergovernmental Affairs Coordinator will provide direct oversight of the IFN Executive Administrative Assistant position.

Purpose and Scope of the Position

The IFN Executive Administrative Assistant will assist the Independent First Nations Intergovernmental Affairs Coordinator primarily and will support other staff serving the Independent First Nations by providing administrative duties and supports to IFN activities and functions.

Roles and Responsibilities

- Establish and maintain cooperative and collaborative working relationships with the IFN Communities in an effort to maintain relationships and updated contact information
- Maintain filing mechanisms in place for the collection of information distributed and shared on behalf of IFN
- Prepare remittances for travel claims, cheque requisitions and other financial tasks as directed
- Ensure that program files are protected and maintained at all times
- Attends IFN meetings/sessions to maintain knowledge base and understanding of each IFN Community and historical and current Independent First Nations issues and sharing of information within the IFN
- Provide administrative support; copy and prepare meeting kits, keep a detailed filing system on correspondence, reports, briefing notes, and other documents received and sent through the IFN Six Nations Office in an effective and organized manner on behalf of the IFN as required
- Coordinate travel for IFN meetings, committee meetings, sessions and conferences as directed
- Facilitate the distribution of accurate information to appropriate parties as directed and in a timely manner.
- Answer Telephone calls in a professional and courteous manner and relay messages to the appropriate IFN team member in a timely fashion.

Working Conditions:

- Work has a high public profile, extensive public interaction and is subject to deadlines
- Work requires the ability to take direction, prioritize, work independently with minimal supervision and cope with many demands and time constraints
- Work may require travel from time to time in the region of Ontario
- Work requires the requirement to work variable hours

Working Relationships:

- With Staff and Leadership
- The Executive Administrative Assistant will promote courtesy, cooperation and teamwork with IFN staff, including chiefs and portfolio holders and/or as identified
- With External Agencies
- Represents and promotes the Independent First Nations and seeks to develop sound professional working relationships on behalf of the IFN.
- With the IFN Communities
- Represents and promotes the Independent First Nations in a courteous manner and provides information and advice as required and directed.

Qualifications

Education and Experience

- Grade twelve (12) or equivalent required.
- Post-Secondary diploma/degree in business administration or related discipline an asset.
- Experience in First Nations Administration
- Three (3) years working experience in organization administration and deadlines.
- Knowledge and understanding the Independent First Nations and their needs/concerns.

Skills & Abilities

- Excellent oral and communication skills
- Essential computer competencies
- Ability to establish priorities, develop filing systems, prepare meeting kits on key activities
- Administrative systems and organizational skills
- Ability to be creative, conceptual thinking, and relationship skills
- Research and analytical skills
- Ability to take direction under restraint timelines to carry out IFN activities
- Strong understanding of policy, program and evaluation processes
- Ability to work with diverse Independent First Nation Communities
- Ability to maintain a professional public image representing the IFN
- Ability to maintain confidentiality



Other

- Valid Ontario Driver's License and insurable.
- CPIC upon request

Location

IFN Six Nations Office
50 Generations Drive,
Box 8
Oshweken, ON
NOA 1M0

Salary

\$ 39,000.00 annually

Applications must include

1. Current covering letter
2. Current resume
3. Three names (not letters) or references with telephone numbers (one must be current or most recent employer)
4. Copies of driver's license and education documents

Only those applicants who will be granted an interview will be contacted. Thank you to each applicant for your interest.

Closing Date:

October 7, 2020 @ 5:00 pm

Contact / application information

Diane Maracle
IFN Intergovernmental Affairs Coordinator
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Oshweken, Ontario
NOA 1M0
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