

Rainy River First Nations – Job Posting

EXECUTIVE ASSISTANT – CHIEF AND COUNCIL



Full-Time, Permanent

The Executive Assistant has the primary responsibility of providing overall administrative assistance to the Chief and Council. This position will formally and publicly represent Rainy River First Nations in a professional capacity as required.

Primary Accountabilities Include:

- Assisting with developing Council meeting agendas and information packages.
- Taking meeting minutes of Council and Community meetings.
- Preparing Band Council Resolutions as directed.
- Establishes and effectively manages Council members calendars of meetings/events/schedule, ensuring that schedule conflicts do not occur.
- Making travel and meeting arrangements as required.
- Maintaining Council records and filing system (BCR's, planning documents, contracts, etc.).
- Coordinating flow of information between Chief and Council, Program Managers and Community members.
- Maintaining filing system (paper and electronic).
- Preparing correspondence, reports, and related documentation as required.
- Assisting with policy and by-law creation.
- Providing administrative support in proposal writing and reporting.
- Providing administrative support to other Rainy River First Nation entities as directed.

Position Requirements:

- Minimum Grade 12 Diploma or equivalent. Post secondary education in Office Administration preferred.
- Must have a minimum of four (4) years' experience in clerical responsibilities.
- Demonstrated understanding of the Rainy River First Nations' government structure and operational structure and respect and understanding of the culture, traditions, practices and lifestyles.
- Demonstrated ability to work with minimal supervision and function as part of a team.
- Clear and concise verbal and written communication skills.
- Excellent interpersonal skills.
- Must be professional, dedicated, responsible and courteous.
- Ability to take initiative and maintain confidentiality.
- Demonstrated ability to work under pressure and meet deadlines under little or minimal supervision.
- Must have good computer skills including use of software, word processing, spread sheets, presentations, internet and email.
- Criminal record check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract.
- Adherence to Rainy River First Nations' Drug Testing Policy.

Perks & Benefits:

- Paid vacation – Negotiable upon hire
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca this position is **open until filled**. We thank all candidates who apply in advance, however only those selected for interviews will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

