



ʔAKISQ'NUK FIRST NATION

This position description describes the principal duties and responsibilities of this position and does not imply that they are the only duties and responsibilities to be performed.

POSITION TITLE: Administrative Assistant

DATE: October 14, 2020

PROGRAM: Administration

REPORTING TO: Senior Administrative Officer

OVERVIEW

ʔAkisqnuq First Nation ("AFN") is a member Community of the *Ktunaxa Nation*. AFN Organization exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the AFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our Community forward.

POSITION SUMMARY

The Administrative Assistant position is responsible to assist AFN Senior Administrative Officer, managers and staff. This position is responsible to the SAO. The Administrative Assistant position provides overall assistance to the SAO and Staff as needed.

KEY RESPONSIBILITIES

Maintains confidentiality on all matters pertaining to the affairs of Akisqnuq First Nation.

Prepare meeting packages for all staff and Managers meetings and distribute prior to meetings.

Take and prepare meeting notes for distribution to staff and managers.

Prepare and arrange travel for managers and staff as needed.

Prepare registration for conferences and workshops for Managers and staff.

Arrange workshops and planning session for the organization.

Prepare and distribute internal and external communications

Track and distribute action items from staff and managers meetings.

Track and record staff attendance.

Develop and maintain a organization filing system.

Monitor and prioritize correspondence and distribute appropriately.

Develop and maintain master calendar.

Maintain hall and boardroom bookings.

Required to work with all departments within Akisqnuq First Nation.

POSITION QUALIFICATIONS

- Office Administration or Business Diploma
- Problem solving and conflict resolution is an asset
- Exceptional and respectful communication skills (written and verbal)
- Ability to exercise tact and diplomacy in adverse situations
- Ability to work alone unsupervised and to also function as part of a diverse team of professionals
- Proficient in records management
- Superior planning, organizing and prioritizing tasks and workload
- Able to work in accordance with timelines and deadlines
- Proficient in Microsoft Word, Excel, Power Point and Publisher
- General knowledge of Provincial, Federal, Regional and First Nations Governance.

CRITICAL SUCCESS FACTORS

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should understand AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding.