



KTUNAXA  
NATION

*We invite you to apply for the position of...*

## **EXECUTIVE ASSISTANT**

### **SOCIAL SECTOR**

### **PERMANENT - FULL TIME**

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.*

#### **POSITION SUMMARY:**

The Executive Assistant position provides the Social sector and the Sector Council with administrative, clerical, and operations support for a variety of initiatives and projects. The position supports and guides the flow of information between the Social Investment Director, Sector Staff, Ktunaxa communities and citizens, and the internal and external constituents.

The position of Executive Assistance exists to help support the Social' Sector strategies, goals and objectives. A large focus for this role is on meeting and project support with a large emphasis on accurately taking and transcribing minutes, record and file management, and all relevant events are organized and supported.

The Executive Assistant position is dynamic, and fast-paced requires familiarity with the sector's work processes and has a special emphasis on communication standards with Ktunaxa citizens and communities. In addition, this position is a member of the Operations Team, which contributes directly to the effective and efficient functioning of the Social Sector and contributes to positive outcomes.

#### **DUTIES AND RESPONSIBILITIES:**

##### *Administration, Organization, and Coordination of Meetings*

- Arrange and prepare agendas and packages; take, transcribe and distribute minutes; monitor action items for all related meetings.

##### *Financial Administration Support (in collaboration with the Social Finance Department)*

- PO requests; process travel claims and elder stipends; coordinate approvals and standard operating procedures.

##### *Support for Social and Resources Directors*

- Coordinate all administrative support systems (computer and manual); manage schedules, manage correspondence with the drafting of replies.
- Compose and compile reports and correspondence, including the drafting of financial, statistical, narrative and/or other reports as directed.
- Coordinate travel arrangements: car rentals, flight and hotel bookings for employees and guests.
- Provide information to employees, citizens, vendors etc. by telephone, in written form, e-mail or in

person. Contact key individuals inside and outside of the organization when necessary. Observe, receive and obtain information from all relevant sources.

- Proofread and edit copy to ensure proper grammar, spelling, syntax and style. Ensure the document is in standard Ktunaxa Nation Council format.
- Use Microsoft PowerPoint and other software to create internal and external presentations. Edit materials and provide basic instructions to presenters. Strong organizational skills are required.

#### *Records Management*

- Maintain filing systems following document management guidelines to ensure easy retrieval of information/records.

#### *Office Administration*

- Utilize computer skills (MS Word, Excel, PowerPoint) for presentation and related materials
- Anticipate and identify administrative problems, and bring them to the Business coordinator's to contribute to a smooth and efficient administrative functions.
- Contribute to the discussion of how best to prevent or resolve problems or implement changes.
- Provide knowledge of policies and procedures to employees, referring to appropriate functions as required.
- Provide other duties and responsibilities as requested.

#### *Events Planning*

- Coordinate with the KNC Events Coordinator and the Facilities department to set up meetings and events for including menu planning, managing and facilitating all catering requests; prepare for, set up and execute events from beginning to end with the Operations Team.

## **POSITION QUALIFICATIONS**

### **Academic Preparation**

- Post Secondary Certificate or Diploma in Business Administration or Office Administration
- Comparable education in a related field considered

### **Required Skills, Knowledge and Experience**

- Respect for and knowledge of Ktunaxa and Aboriginal rights, culture, history and goals
- Minimum 3 years of office and administrative related experience
- Some experience with purchasing and preparing bills for payment
- Considerable experience and proficiency in taking and transcribing accurate meeting minutes
- Follow up, track and monitor various projects and tasks to ensure smooth flow
- Excellent communication (oral, written, listening) and interpersonal skills
- Ability to collaborate with or gain the cooperation of individuals at all levels of an organization
- Strong computer skills including Microsoft Office Suite: MS Teams, Zoom online platforms
- Strong organizational and project coordination skills
- Preferred Event planning and/or project management skills, which includes tracking and monitoring tasks
- Ability to manage multiple tasks simultaneously with accuracy and consistency
- Demonstrated results orientation - can meet all timelines and get results using available resources
- Capacity to prioritize and manage a number of competing initiatives and timelines
- Ability to work in a dynamic, constantly changing, multi-tasking environment
- Records Management
- Commitment to life-long learning

**The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Proof of vaccination is required in accordance with the Ktunaxa Nation Council vaccination Policy.**

**Internal staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center.**

*Come with your willingness to learn!*

Please submit your cover letter and resume  
Telling us what attracts you to the position, and how your experiences relate.

**Human Resources  
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**CLOSING DATE: OPEN UNTIL FILLED**

*We thank those who apply; however, only those selected for an interview will be contacted.*