



KTUNAXA  
NATION

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

## ELDER SECRETARIAT

### TRADITIONAL KNOWLEDGE & LANGUAGE 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:**

This position provides the TKL sector with administrative and clerical support required for the Elders. The position supports and guides the flow of information between the TKL director, sector staff, the Elders and external constituents. Additionally, this position ensures minutes are accurately taken and transcribed, and follow-up activities are completed; records and files are accurately managed; all relevant events are organized and supported. Administers routine financial processes relevant to the Elders. The position contributes directly to the effective and efficient functioning of the TKL 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 elder meetings.

##### *Financial Administration Support (in collaboration with TKL Administrative Assistant)*

PO requests; process travel claims and elder stipends; coordinate approvals and standard operating procedures; prepare meeting budget and actuals for the reporting process. Distribute travel cheques and stipends as per KNC finance requirements

##### *Support for External Partners*

Correspondence; maintain appointment schedules; research and compile data, and work with contractors

##### *Support for Sector Employees*

Compose and compile Elder reports and correspondence to TKL staff and other sectors; coordinate travel arrangements;

##### *Office Administration*

Updating Elders master list and contact elders for availability; arrange for video recording; create and maintain records;

##### *Events Planning*

Coordinate with the KNC events coordinator and the facility department to set up meetings and events for the Elders including menu planning, managing and facilitating all catering requests; prepare for, set up and execute events from beginning to end.

## **POSITION QUALIFICATIONS**

### **Academic Preparation**

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

### **Experience**

- 2-3 years minimum of experience (less than 3 years, development of a training program)
- Respect for and knowledge of Ktunaxa culture with passion and commitment to the preservation of traditions, language, and heritage
- Experience working with First Nation Elders, preferably Ktunaxa Elders
- Proficient in taking and transcribing meeting minutes
- Excellent software skills including MS Office, as well as internet research abilities
- Ability to manage multiple tasks simultaneously with accuracy and consistency
- Capacity to prioritize and manage a number of competing initiatives and timelines
- Respect for and knowledge of Ktunaxa and aboriginal rights, culture, history, and goals
- Strong written and oral communication skills, including listening
- Strong organizational and project coordination skills

***Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on the job training may be considered.***

*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.*