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 Director and Sector staff with high-level administrative, clerical, and operational support required for the Sector to successfully achieve its mandate, strategies, goals, and objectives. This position supports the Director, to alleviate administrative responsibilities. The position supports and guides the flow of information between the Director, Sector staff, the Sector Council and Ktunaxa n̓intik. Additionally, this position ensures minutes are accurately taken and transcribed, that follow-up activities are completed, and that records and files are accurately managed; all relevant events are organized and supported. Oversees administrative policies and procedures as applicable; administers routine financial processes. The position contributes directly to the effective and efficient functioning of the Sector and contributes to positive outcomes.

In this role, there are many opportunities to learn Ktunaxa Language and Traditional Knowledge. This position has the opportunity to influence the learning opportunities for our future speakers, through event planning. Come be part of a team that is passionate about Ktunaxa Language Revitalization and sharing the Ktunaxa Culture.

**DUTIES AND RESPONSIBILITIES:**

**Administration, Organization, and Coordination of Meetings**
Arrange; prepare agendas and packages; take, transcribe and distribute minutes; monitor action items.

**Financial Administration Support (in collaboration with the Business Coordinator)**
PO requests; process claims; coordinate approvals and standard operating procedures; input into budget tracking.

**Support to Sector Director and Sector Staff**
Compose and compile reports and correspondence; coordinate travel arrangements; provide information, maintain appointment schedules; research and compile data.

**Records Management**
Create and maintain records; data entry; digital filing.

**Office Administration**
Create and maintain efficient administrative functions in the Sector.

**POSITION QUALIFICATIONS**

**Academic Preparation**
- Diploma in Business Administration, comparable education in a related field considered.
Experience
- 5-8 years minimum of experience
- Experience working with committees and boards; 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
- Strong organizational and project coordination skills which include tracking and monitoring tasks
- 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, proficient in high-level business correspondence
- Familiarity with supporting effective records management procedures and standards
- Maintain a valid class 5 BC driver’s licence and reliable vehicle

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. Successful candidates must be fully vaccinated against COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.

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 excites you about this position and how your experiences will enhance the team.

Human Resources
Ktunaxa Nation Council
PO 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438

CLOSING DATE: Open until filled.

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