



NETMIZAAGGAMIG NISHNAABEG

P.O. Box 717 Moberg, Ontario P0M 2J0

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NOTICE OF CAREER OPPORTUNITY

ASSISTANT TO THE CHIEF AND COUNCIL

Netmizaaggamig Nishnaabeg is recruiting for a newly created position of Assistant to the Chief and Council. This position provides a wide range of administrative, clerical, and other support services to the Chief and Council and its various committees.

DUTIES AND RESPONSIBILITIES:

- Performs administrative duties including drafting, typing, and preparing confidential and non-confidential materials such as letters, correspondence, reports, and spreadsheets.
- Works with the Chief, CEO and/or Band General Manager to prepare and circulate the agenda and supporting materials for all internal and external meetings of the Chief and Council.
- To respond to day-to-day enquiries from the Chief and Council on logistical matters (e.g., travel, technology, documents, etc.).
- Creates templates, spreadsheets, forms, posters, and power point presentations as required.
- Purchases gifts for delegations/special events and office supplies.
- Transcribes, prepares, and distributes various meeting agendas, minutes, and resolutions as required.
- Prepares, compiles and edits Council quarterly reports to present to the Membership.
- Tracks and updates Council Members meeting schedules.
- Communicates and liaises with Membership, staff, and the public.
- Co-ordinates travel and expenses for all Council members.
- Assists in responding to and coordinating correspondence, inquiries, and invitations to Chief and Council.
- Assists with the execution and follow-up of Council Action Items.
- Serves as a Recording Secretary from time to time as may be required.
- Assists in scanning and maintaining the Council's filing system as required, hard copy or electronic.
- Co-ordinates Council Territorial welcomes and openings internally and for outside organizations and events (requests for prayers/blessings as requested by Council).
- Co-ordinates or assists with special projects and events as required, including general and special band membership meetings.
- Attends a variety of meetings including Council Committee meetings, external meetings, conferences, and events as required.
- Performs other duties and responsibilities as necessary in the performance of the position as required.

- Performs all duties and responsibilities in accordance with the Netmizaaggamig Nishnaabeg policies, standards, and procedures.
- Maintains a high level of confidentiality on all matters relating to the affairs of the Netmizaaggamig Nishnaabeg.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Administration, Legal Assistant or Business Administration Certificate or equivalent (Diploma preferred)
- Certification in Local Government Administration or equivalent work experience preferred
- A minimum of 3-5 years administrative, clerical, or related experience.
- previous experience as an assistant to a public official would be an asset
- Experience in crafting and preparing letters, documentation, reports, presentations, and memoranda in a professional, timely manner
- Experience in managing confidential situations and materials
- A minimum typing and transcribing speed of at least 40 wpm
- Intermediate level of ability in Microsoft Word, Excel, PowerPoint, and Outlook
- Excellent written (the ability to compose letters and reports) and verbal communications skills (i.e., friendly, personable, and professional)
- Familiarity with social media platforms such as Facebook, Instagram, LinkedIn, Twitter, and YouTube
- Strong organization and research skills
- Ability to prioritize and multi-task in a fast-paced environment
- Attention to detail and a high degree of accuracy
- Ability to work well independently and in a team environment
- The ability to work well with others and build relationships with a variety of internal and external stakeholders
- Knowledge of Public Administration and structures of various levels of government
- Knowledge of NN legislation, programs, services, and issues
- Valid Driver's license, reliable transportation, and an acceptable driver's abstract

A competitive salary and benefits package is offered.

This is a full-time position that will be based in Mobert, Ontario at the offices of our First Nation and will demand a very high level of commitment. We are seeking a highly motivated and capable individual whose aspirations and accomplishments demonstrate a passion and unfettered commitment to achieving excellence in administration.

Indigenous persons, especially qualified members of our partner First Nations are strongly encouraged to apply. Further information can be found on our website www.picmobert.com.

HOW TO APPLY:

Deadline to apply is 4:00 PM, December 31, 2021

Interested persons should submit a resume along with a cover letter explaining how your qualifications meet or exceed the needs of the position along with proof of credentials; please also provide three employment-related references.

Please submit to:

Donna Sutherland

Band General Manager

Pic Mobert First Nation

PO Box 717

Mobert ON, P0M2J0

Email: bandgeneralmgr@picmobert.ca

Tel: (807) 822-2134 Ex. 209