

EMPLOYMENT OPPORTUNITY














ADMINISTRATIVE ASSISTANT TO CHIEF AND COUNCIL

Millbrook First Nation is seeking a full-time (six-month term) position as Administrative Assistant to the Chief and Council at the Millbrook First Nation Administration Office. Under the direction of the Executive Director, the Administrative Assistant to the Chief and Council will be responsible for supporting all areas of Council, including attending all meetings, taking minutes, preparing agendas, and ensuring meetings have all supplies/documents required. This role is integral to ensuring the Chief and Council meetings are run smoothly.

Key Responsibilities








- Attend all Chief and Council meetings and prepare minutes for approval.
- Work closely with the Executive Director on agenda topics.
- Organize time slots and materials for agenda items, including communicating with staff and external delegates on their agenda items.
- Organize Chief and Council meetings and prepare information packages for distribution prior to the meeting.
- Arrange all travel-related matters and gather relevant documentation and details for the Chief and Council when they attend external conferences and meetings.
- Disseminate minutes and action items from Council meetings to either the Executive Director or the appropriate department manager.
- Maintain all bookings for Council Chambers from various departments.
- Prepare response emails/letters or requests to be reviewed by the Chief and Council and forwarded to the Executive Director for approval.
- Prepare financial requisition forms for Council related expenses.
- Coordinate Council Donation Committee meetings and ensure all follow-up is handled, including that decisions are communicated and cheque requisitions are complete.
- File and retrieve documents and search for past motions from hard copy files or the database.
- Maintain adequate office supplies in Council Chambers.
- Arrange for lunches and other refreshments.
- Other duties as required.

Knowledge

-  In-depth understanding of the entire MS Office Suite.
-  Outstanding organizational and time management skills.
-  Knowledge of Mi'kmaq culture and Indigenous organizations or First Nation Communities.
-  Knowledge of First Nation governance.
-  Professional discretion and confidentiality.
-  Ability to take standard minutes.
-  Type a minimum of 60 words per minute.
-  Ability to organize a daily workload by priorities.
-  Must be able to meet deadlines in a fast paced quickly changing environment.
-  Ability to work with minimum guidance.
-  Strong verbal and written communication skills.
-  Flexibility.
-  Familiarity with office equipment i.e- printers, smart board, scanners, fax machine etc.)









Skills

The Incumbent must demonstrate the following skills:








-  Ability to function within a team.
-  Analytical and problem-solving skills.
-  Decision-making skills.
-  Effective listening skills.
-  Attention to detail and high level of accuracy.
-  Stress management skills
-  Ability to multitask.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties set forth. The incumbent must also demonstrate the following personal attributes:

-  Effective interpersonal relationships.
-  High level of integrity and dependability
-  Be honest and trustworthy.
-  Be respectful.
-  Possess cultural awareness and sensitivity.
-  Be flexible.
-  Demonstrate sound work ethics.
-  Concentration.

Education and Experience

-  High School diploma and Business/Office Administration diploma or university degree.
-  Minimum 5 years of proven work experience in an Administrative Assistant role.
-  Previous employment in an organization of similar size.
-  Valid Driver's License.
-  Knowledge of First Nations political, governance and community structures is considered an asset.
-  Criminal Record Check, Vulnerable Sector if required.
-  Flexibility to work evenings and weekends on occasion.

Salary: T.B.D. based on Knowledge, experience, and qualifications.

Application deadline: **End of the day, Monday, May 20th, 2024.**

Please submit your resume and cover letter by email or to the Millbrook Administration Office. If you have any questions, please contact:

Human Resources
Phone:(902) 897-9199
Email: jobs@millbrookfn.ca

Please note: While we welcome all qualified applicants to apply, preference will be given to Millbrook First Nation members or individuals of Indigenous descent under the Aboriginal Employment Preference Policy. Only qualified candidates will be contacted.