



Employment Opportunity

Position: Administrative Assistant
Status: Full-time Contract
Opening Date: February 11, 2025
Location: Nokiiwin Tribal Council

Posting Reference #: NTC 202503
Contract End Date: Twelve Months
Closing Date: February 25, 2025
Hours of Work: 35 hrs/wk
Rate of Pay: \$24.02 - \$25.11

Join Nokiiwin Tribal Council

At Nokiiwin Tribal Council, a vibrant and growing non-profit organization, we proudly collaborate with our five member First Nations to drive growth, unity, and prosperity. Guided by respect, understanding, and shared values rooted in the Seven Grandfather Teachings, we are committed to making a meaningful difference across various fields, including governance, finance, access to justice, economic development, community planning, technical services, and education.

Why Join Us?

Nokiiwin is not just an organization; it's a community where passion meets purpose. We are dedicated to fostering a safe, inclusive workplace where every individual's voice is valued and respected. Our **G'minoomaadizimin - "We Are Living Well"** initiative underscores our commitment to health, safety, and mutual respect, creating an empowering environment for all.

Your Impact Starts Here

The **Administrative Assistant** plays a vital role in supporting the Nokiiwin Tribal Council Office by ensuring smooth daily operations. This position involves managing communications, scheduling, record-keeping, and various clerical tasks, all while upholding the values, mission, and confidentiality of the Nokiiwin Tribal Council.

This position requires a high level of independence, strong problem-solving skills, excellent organizational abilities, and sound judgment. It also demands maintaining strict confidentiality and handling sensitive matters with diplomacy and tact.

Key Responsibilities

Administrative Support

- Provide administrative and clerical assistance, including word processing and data entry.
- Manage incoming telephone calls, welcome visitors, and provide necessary information.
- Maintain accurate and organized records, both electronic and paper based.
- Oversee office supplies inventory and procurement.
- Prepare, proofread, and distribute correspondence, reports, and meeting materials.

Meetings and Coordination

- Schedule, organize, and facilitate meetings, conferences, and events.
- Oversee meeting logistics, such as room setup, audio/visual requirements, and catering arrangements.
- Provide administrative support for meetings, including agenda preparation, minute-taking, and follow-ups.
- Develop presentations and reports using tools like Microsoft Word, PowerPoint, and Canva.

Travel and Expense Management

- Coordinate travel arrangements for employees, leadership, and the Board of Directors.
- Organize travel itineraries and related documentation.
- Complete required travel forms and process travel reimbursements.

Communication Management

- Serve as the main point of contact for the Nokiiwin Tribal Council Office.
- Facilitate communication and information distribution to stakeholders.
- Assist in creating and sharing content for newsletters, social media, and website updates.

Records Management

- Ensure the confidentiality of all sensitive discussions and documents.
- Organize and manage resolutions, ordinances, and other official records.
- Support the preparation and submission of reports.

Qualifications

- High school diploma or GED required, an associate's degree in business administration or a related field preferred.
- Diploma in Business Administration, Office Administration, or similar program highly recommended.
- Minimum of two years of administrative experience, preferably within a First Nation organization.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other office technologies.
- Exceptional written and verbal communication skills.
- Strong organizational abilities and attention to detail.
- Ability to manage multiple requests and adapt to shifting priorities and deadlines.
- Strong commitment to discretion and confidentiality.
- Must possess a valid driver's license.
- Must successfully complete a Level One Security Clearance.

Work Environment

- Primarily office-based with occasional travel for meetings, training, or events.
- Must be able to work occasional evenings or weekends to support Tribal Council activities.

At Nokiiwin Tribal Council, We Offer:

- **Health and Wellness:** Excellent health, vision care, and dental benefits for eligible full-time employees.
- **Financial Security:** A Defined Contribution Registered Pension Plan (RPP) with competitive company matching options for eligible full-time employees.
- **Environment:** An exciting, supportive, and fun work environment.
- **Professional Growth and Development Opportunities.**

Apply Today and Become Part of Our Dynamic Team!

Interested applicants are required to apply online at www.indeed.com by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

Deadline: 4:00 p.m. February 25, 2025

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment that reflects the diversity of our communities. We encourage applications from qualified First Nations individuals and others who share our vision of community development and prosperity.