

## Job Description

**Title:** *Treaty Administrative Assistant*

**Reports To:** *Senior Treaty Manager*

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### Job Summary

The Treaty Administrative Assistant contributes to the overall success of the Treaty Department and the overall organization by effectively carrying out all administrative tasks and executive support functions for the Treaty Department. This position focuses on providing effective, professional, and timely assistance and solutions for the administrative needs and Operational requirements of the Treaty Department and organization as required.

### Duties and Responsibilities

1. Performs day-to-day administrative/clerical duties, including but not limited to filing, photocopying, faxing, processing correspondence, reports, flyers or newsletters, emails and other document as required.
2. Ensure that the Treaty meetings are booked in the INDC – Meeting room electronic calendar so it is visible to all staff.
3. Ensures meetings for Leadership Council Meetings are organized by distributing meeting packages five days before meeting date.
4. Coordinates the scheduling of treaty activities, including developing, updating, and disseminating schedules.
5. Takes Leadership Council minutes directly from meeting or may transcribe from video tape of meetings.
6. Takes minutes for treaty department meetings and ensures distribution of minutes for action and follow up.
7. May be required to take minutes for meetings of the Board of Director or for the overall organization as required.
8. Ensures that minutes are compiled and circulated in a timely manner as set by the organization standards.
9. Provides assistance to treaty department and the overall organization for special projects, including conducting preliminary research and coordinating reports and documentation.
10. Coordinates meetings and/or travel schedules and makes travel arrangements, in keeping with all Organization policy and procedures.
11. Takes initiative in an oversight role to keep the office organized and well maintained.
12. Anticipates the needs of the Treaty Department and takes the steps necessary to ensure that information and support is provided in a timely manner.
13. Provides reminders of deadlines, meetings, and funding reports from the communities.
14. Coordinate the use of portal system, work plan charts and assist with Share Point at the Tripartite Table in consultation with Supervisor.
15. Ensures the purchase of office related supplies.
16. Ensures that unit copiers and related equipment are maintained and ready for use.
17. Assist Treaty Department staff and other organizational staff as directed by supervisor.
18. Order lunch for leadership & any other treaty meetings as required.
19. Sets up Tablets for Leadership Council works closely with internal IT department to ensure users of tablets are set up and trained on use of Tablet and all related software.
20. Works closely with supervisor to ensure funding and reporting requirements are understood and met.
21. Works closely with Finance department to ensure that cheque requisitions are processed according to office standards and internal procedures timelines.
22. Works closely with Operations Manager to ensure Contracts, proposals are processed according to office standards and internal procedures timelines.
23. Other duties as assigned or required.

*The duties listed are provided as examples of responsibility and are not intended to create limits but to help understand the scope of the position. All staff are expected to be team oriented and to maintain confidentiality of all information gained while working with the organization.*

### Qualifications

#### Education:

1. Business Administration Certificate program or equivalent experience, skills and abilities

**Competencies:**

The Treaty Assistant must demonstrate competence in the following:

1. Customer Focused Service - Creates customer-focused service and solutions with a genuine interest in meeting the needs of all parties.
2. Respect for Others – Builds Trust - Interacts sensitively, respectfully and in a non-judgmental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions.
3. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships.
4. Planning and Organizing - Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish specific goals and timetables.
5. Initiative - Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things.
6. Problem Solving - Uses critical thinking skills to analyze problems systematically, organize information, find root causes and generate options or solutions.

**Skills and Abilities:**

1. Good keyboarding ability
2. Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet to the intermediate level (capable and confident of using a large number of functions)
3. Must have strong administrative, budgetary, organizational and communication skills
4. Ability to self-regulate, meet deadlines, have attention to detail.

**Experience:**

1. Three to Five years administrative, clerical, coordination and executive support experience

**Working Conditions**

1. Office environment. Most services are provided immediately. Employee must be aware of the sensitivity, confidentiality and urgency of requests while balancing other work commitments
2. Receives moderate supervision with less frequent direction and review of the work performed.

**Conditions of Employment**

1. Must be able to obtain and maintain a Criminal Records Check
2. Must be able to obtain and maintain a valid BC Driver’s Licence

**Directly Supervises**

1. None

**General Category:**

1. Operates as part of a team and is flexible about the boundaries and functions of the job.
2. Maintains open and professional communications with co-workers, board members, and community treaty teams and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met.
4. Travels as required in the performance of their job.
5. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
6. Successfully completes all training courses undertaken at the direction of immediate supervisor.
7. Maintains confidentiality of all information seen, heard or obtained by virtue of employment.
8. Recognizes and respects all cultural diversity and has an understanding of Shuswap Culture and a desire to learn more about Shuswap Culture

**Position Classification:**

Salary Grid Level:

Security Level: High

<b>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job</b>	Employees Signature: _____ Name: _____	Date: _____
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<b>description will be used as source to evaluate my job performance.</b>		
<b>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</b>	Supervisor Signature:  _____ Name:  _____	Date:  _____