



Northern Secwepemc te Qelmucw Employment Opportunity

Title: *Treaty Executive Assistant*

Reports To: *Treaty Manager*

Job Summary

The Treaty Executive Assistant is a key member of a small team supporting the four communities of the Northern Secwepemc te Qelmucw in their journey to self-government.

We're looking for someone who can provide for the administrative and organizational needs of the Treaty Department in an effective, professional and timely manner.

NStQ is in the final stage of negotiations for a modern-day treaty. We're looking for someone who wants to be a part of the historic return to self-government. NStQ has a strong preference to hire members of the community and training and skills support will be provided for the right candidate.

Duties and Responsibilities

1. Has a positive outlook and willingness to learn.
2. Performs day-to-day administrative/clerical duties, including filing, processing correspondence, reports, and newsletters, emails and other documentation.
3. Aids in organizing monthly Leadership Council meetings.
4. Produces professional minutes of Leadership Council and other meetings as required.
5. Schedules treaty activities, including developing, updating and disseminating schedules under the direction of the Treaty Manager.
6. Provides assistance for special projects, such as the annual Citizens Assembly and regular meetings for Urban members.
7. Coordinates travel for team members.
8. Keeps the office organized and well maintained; purchases supplies.
9. Provides reminders to team members of deadlines, meetings, etc.
10. Organizes and disseminates via the NStQ Portal system information packages for key meetings.
11. Serves as a point-of-contact and coordinator for community Treaty teams and community members seeking Treaty-related information.
12. Back-up receptionist when required.
13. Assist Treaty Department staff as needed.

Qualifications

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

Skills and Abilities:

1. Minute-taking.
2. Familiarity with the full slate of Microsoft Office programs, including spreadsheets and databases.
3. Strong administrative, organizational and communication skills.

4. Reception skills, including intake and response to telephone and email inquiries.
5. Proven track record of meeting deadlines.
6. Computer-literacy including high level of comfort learning new apps and programs.
7. Ability to manage workload and triage projects as necessary.
8. Attention to detail.
9. Experience organizing meetings or events.
10. Some experience with basic graphic layout or willingness to learn would be considered an asset.

Experience:

1. 3-5 years administrative and clerical experience.

Working Conditions

1. On-site office environment.
2. A key role in a fast-paced, multi-agency office serving four Northern Secwepemc communities.
3. Some travel may be required.
4. Occasional evening and weekend work.
5. High level of confidentiality.
6. Familiarity with provisions and importance of protection of privacy.
7. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands.
8. Takes responsibility for identifying training and skills support needed to perform job duties.
9. Successfully completes all training courses undertaken at the direction of Treaty Manager.
10. Maintains confidentiality of all information seen, heard or obtained by virtue of employment.
11. Recognizes and respects all cultural diversity and has an understanding of First Nations culture.

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
3. This is an on-site position located at the NSTQ offices in downtown Williams Lake.

Position Classification:

Salary: \$22.53 – \$30.85, depending on experience

Security Level: High

To apply send a cover letter and resume, including references, to treatymanager@nstq.org with the subject line "Application: Treaty Executive Assistant."