



Job Posting Chief and Council Assistant

BRIEF OVERVIEW

Reporting directly to the Chief, the Chief and Council (C&C) Assistant provides administrative and logistical support to the Chief and Council of Xat'süll First Nation. This position focuses on managing scheduling, coordinating travel arrangements, assisting with report writing, and providing logistical support during meetings involving the Chief. The C&C Assistant ensures that leadership is well-prepared and organized, while also supporting the Executive Assistant in governance-related tasks as needed.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
<ul style="list-style-type: none">• Strong organizational, prioritization, and project management skills.• Excellent communication and interpersonal skills.• Ability to work independently and build effective interpersonal relationships.• Strong organizational skills with the ability to work on concurrent projects and deadlines.• Handle sensitive information with utmost confidentiality and discretion, respecting traditional laws and customs regarding confidentiality.• Maintain confidentiality of discussions, decisions, and documents related to organizational matters, including cultural protocols and ceremonies.• Communicating information to various levels of the organization via different mediums (email, presentation, etc.).• Resolving conflict with internal/external using tact/diplomacy.• Ability to develop, administer and achieve departmental goals and objectives.• Strong focus on client service and accessible communications.• Juggle rapidly changing priorities, using innovation and resourcefulness.• Respect, patience, understanding, objectivity and professional manner.• Proven ability to deliver results when working both independently and within a team environment.• Ability to maintain confidentiality and impartiality while being empathetic.	<p><u>Required:</u></p> <p><i>Indigenous Perspective</i></p> <ul style="list-style-type: none">• Recognizes and respects all cultural diversity and has an understanding and respect for XFN culture. <p><i>Western Ways</i></p> <ul style="list-style-type: none">• Diploma or certificate in office administration, communications, or a related field.• Minimum 2 years of experience in an administrative role, preferably in a First Nation or government setting.• Familiarity with Indigenous governance structures and respect for cultural protocols.• Proficient in Microsoft Office Suite (Word, Outlook, Excel).• Criminal Records Check (vulnerable sector) required. <p><u>Preferred:</u></p> <ul style="list-style-type: none">• Prior experience in a First Nation, government, or Indigenous organization.• Valid driver's license (BC Class 5) and satisfactory driving record.

Job Title: Chief and Council Assistant	Job title External (if different):
Reports to: Chief	Pillars/Programs: Administration
Direct Reports: 0	Date: August 2025
Overtime Eligible: Yes	Expected Travel: 15%
Financial Scope: None	Location: 3405 Mountain House Road Williams Lake, BC
Term: Full-time, Permanent	Grid: 3

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com.

Closing Date: Open until filled

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

Work Location: In person

