



## Job Description

### Admin/Communication Assistant

#### BRIEF OVERVIEW

---

The Admin/Communication Assistant plays a key supportive role within the Treaty Department by providing day-to-day administrative assistance and supporting internal and external communications related to treaty negotiations, governance transition, and community engagement. Reporting to the Treaty Manager, this position helps ensure that operations run smoothly and that accurate and timely information is shared with Xats'ul leadership, community members, government representatives, and partner organizations.

#### KEY RESPONSIBILITIES

---

The Admin/Communication Assistant is responsible for the following key functions.

##### **Administrative Support:**

- Provide general administrative support to the Treaty Manager and Treaty Department, including calendar management, travel coordination, and filing.
- Prepare and edit correspondence, reports, briefing notes, presentations, and other documents as required.
- Schedule and coordinate meetings, workshops, and community information sessions.
- Maintain confidential records and ensure proper documentation of Treaty-related activities and decisions.
- Track and follow up on action items, deadlines, and deliverables related to Treaty initiatives.

##### **Communications:**

- Support the development and distribution of communication materials such as newsletters, brochures, updates, and social media posts to keep community members informed of treaty and governance transition updates.
- Assist in drafting speeches, media releases, and responses to inquiries as directed by the Treaty Manager.
- Maintain and update the Treaty Department's portion of the Xats'ul First Nation website and other communication platforms.
- Assist in the planning and delivery of community engagement events, including preparing materials, coordinating logistics, and recording feedback.

##### **Community Engagement Support:**

- Help gather and organize community input through surveys, forums, and consultations to support the treaty process.
- Provide respectful, clear, and culturally appropriate communication to community members regarding Treaty updates and opportunities for involvement.
- Maintain up-to-date contact lists and assist in managing RSVP processes for community events and meetings.

Other duties as assigned/required.

---

| COMMUNICATIONS / CRITICAL SKILLS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | FOUNDATIONAL KNOWLEDGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Excellent communication skills, communicating with internal staff and community members.</li> <li>• Professional demeanor and conduct.</li> <li>• Strong organizational, multi-tasking and time management skills.</li> <li>• Ability to use tact and good judgment in dealing with sensitive or escalated situations.</li> <li>• Ability to work independently as well as part of the team.</li> <li>• High level of accuracy and attention to detail.</li> <li>• Self-starter with a strong focus on quality service.</li> <li>• Ability to maintain confidentiality.</li> </ul> | <p><u>Required:</u></p> <p><b><i>Indigenous Perspective</i></b></p> <ul style="list-style-type: none"> <li>• Recognizes and respects all cultural diversity and has an understanding and respect for XFN culture.</li> </ul> <p><b><i>Western Ways</i></b></p> <ul style="list-style-type: none"> <li>• Degree/Diploma or Certificate in Office, Business, Finance Administration or related field.</li> <li>• Minimum 2-4 yrs years of administrative experience.</li> <li>• Proficiency in using Microsoft Office Suite e.g., Teams, Outlook, Word, Excel.</li> <li>• Criminal record check (vulnerable sector).</li> </ul> <p><u>Preferred:</u></p> <ul style="list-style-type: none"> <li>• Experience working in First Nation Communities &amp; organizations.</li> <li>• Knowledge and appreciation of working in service of Truth and Reconciliation with Indigenous Peoples.</li> </ul> |



| LEVELS of INFLUENCE<br>(DECISION MAKING & IMPACT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | WORKING CONDITIONS (MENTAL, PHYSICAL & ENVIRONMENTAL DEMANDS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4 Levels of Influence:</b></p> <ul style="list-style-type: none"> <li>General Knowledge</li> </ul> <p><u>Decision-making:</u></p> <ul style="list-style-type: none"> <li><b>Frequency:</b> Low</li> <li><b>Complexity:</b> Low</li> </ul> <p><u>Impact:</u></p> <ul style="list-style-type: none"> <li><b>Reach:</b> Across More than one Dept.</li> <li><b>Significance of errors:</b> Potential for low to medium negative impact to the organization, including relational impacts/image, decreased operations, ability to get funding, strategic position, legal implications, etc.</li> </ul> | <p><u>Mental:</u></p> <ul style="list-style-type: none"> <li>Dealing with general public.</li> <li>Dealing with tight timelines and competing priorities.</li> </ul> <p><u>Physical:</u></p> <ul style="list-style-type: none"> <li>Work long hours using computer.</li> <li>Work hours may include evenings/weekends.</li> <li>Lifting up to 10 - 50 lbs.</li> <li>Work may include standing, sitting, crouching, kneeling, bending, and/or walking.</li> </ul> <p><u>Environmental Conditions:</u></p> <ul style="list-style-type: none"> <li>Work is performed primarily in office.</li> <li>Some travel is required.</li> </ul> |

|                                          |                                                              |
|------------------------------------------|--------------------------------------------------------------|
| Job Title: Admin/Communication Assistant | Job title External (if different):                           |
| Reports to: Treaty Manager               | Pillars/Programs: Treaty                                     |
| Direct Reports: 0                        | Date: August 2026                                            |
| Overtime Eligible: Yes                   | Expected Travel: 5%                                          |
| Financial Scope: None                    | Location: 3405 Mountain House Road Williams Lake, BC V2G 5L5 |

