



Saskatoon Tribal Council Job Opportunity

Employment Opportunities

**Executive Assistant to the CEO
1 FTE Term, Renewed Annually**

THE ORGANIZATION

Saskatoon Tribal Council (STC) improves the quality of life of First Nations through mutually beneficial partnerships with community organizations and industry. Opportunities for improved living are accessed through programs and services in health, safety, economic development, education, and financial investments in the broader community. Acting as a representative body for seven First Nations, STC delivers programs and services to those living in member communities and Saskatoon. More information is available at www.sktc.sk.ca.

FIRE: Fairness, Integrity, Respect, Excellence

THE POSITION

Reporting to the CEO, this position will provide a full range of confidential executive administrative functions to the CEO. Working closely with the CEO on special projects; file management and preparation of documents/correspondence required for meetings; assisting in briefings and/or summary reports; calendar management, business travel arrangement, planning for meetings and assisting in the coordination of meetings including database, research, correspondence and other communications. The position will collaborate with all C-Suite and STC Directors to coordinate Senior Management Team activities. The ideal candidate will exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities, be highly proactive, extremely diplomatic yet assertive in dealing with others. The position will work collaboratively with other administrative support in shared services. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

DUTIES & RESPONSIBILITIES

- Executive Support
- Provides sophisticated calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Plans, coordinates and ensures the CEO's schedule is followed and respected.
- Provides "gatekeeper" and "gateway" roles, creating win-win situations for direct access to the CEO's time and office.
- Serve as the primary point of contact for internal and external members on all matters about the CEO, including those of a highly confidential or critical nature. Prioritize and determine the appropriate course of action, referral, or response, exercising judgment to reflect the CEO's style

and organization policy. Communicates directly, and on behalf of the CEO, with Board members, partners, staff, and others, on matters related to STC's initiatives.

- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Tribal Chief, CEO, and COO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the executive office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO, to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense of the issues taking place in the environment and keeping them updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO, some of which may have organizational impact.
- Completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the CEO, ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, and proactively, and follows through on projects to successful completion, often with deadline pressures. Provide direct administrative and office management support to all members of the executive team, as directed by verbal or written instruction
- Maintain working schedules and engagement calendars of executive management, particularly the CEO.
- Coordinate the logistical aspects of executive team programs, such as meetings, seminars, workshops, special projects, and events
- Review all documents, reports, and correspondence prepared for the signature of the executive team for the format, content, grammar, and spelling; make edits as necessary
- Prepare draft reports, background documentation, and research
- Receive and screen all inbound telephone calls, e-mails, and visitors to the executive team; refer and/or redirect calls, e-mails, or visitors as applicable
- Coordinate office activities; troubleshoot or escalate basic office administration issues
- Facilitate communication from department managers, business unit leaders, and project managers
- Take and transcribe dictation and notes of highly confidential subjects, including minutes of executive meetings or other meetings as assigned.
- Assist the Executive Shared Services Manager with the preparation of the Board agendas and packages for Board meetings and functions as needed.
- Complete purchase orders for authorization, check orders received and distribute to appropriate staff and maintain an inventory of office supplies as required
- Present a positive and professional image of STC to all visitors, suppliers, inquiries, and other interactions
- Perform receptionist duties: greet visitors and parents, answer their questions and direct them to appropriate offices and meeting rooms; answer the telephone, ascertain the nature of the caller's business; provide information or direct inquiries, as required
- Be knowledgeable about and supportive of STC Administrative Procedures and directives
- Conduct oneself in a manner appropriate to an institution that provides services to community members of STC
- Be willing to engage in lifelong learning concerning professional development, training, in-services, and courses of study.
- Perform other related duties as defined and assigned by the reporting Director or designate on an as-and-when-required basis.

EDUCATION AND EXPERIENCE

- Certificate in Business, Bachelor of Commerce (B.Comm.) degree, or Master of Public Policy (M.P.P.) preferred or equivalent combination of education and experience required;
- Experience and interest in internal and external communications, partnership development with a high degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders
- Experience working within a governance structure in a community development capacity with First Nations; familiarity with First Nations culture, and history is considered an asset.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and expert proficiency in advanced systems skills such as (Word, Excel, Databases, PowerPoint, Outlook, mail merges, etc. with the ability to design and edit graphic presentations and materials.)
- Proven ability to demonstrate strong attention to detail and a high degree of accuracy.
- Excellent verbal and written communication skills, including the ability to establish and maintain effective working relationships.
- Strong organizational, research, and time management skills.
- Excellent judgment is essential to make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Dependability: able to work independently, submit accurate documentation, and seek guidance when needed
- Receptive: accept feedback, take ownership of responsibilities, and identifies areas of growth
- Interpersonal Skills: communicates effectively, seeks solutions, and demonstrates flexibility
- Integrity: keep sensitive information confidential and adheres to STC's policies
- Initiative: seeks opportunities for further development

OTHER CONDITIONS

- Must possess a valid Saskatchewan driver's license, a reliable vehicle, and meet STC's insurance requirements.
- Must provide a current, original, Canadian Criminal Record Check (CPIC) and vulnerable sector check as a condition of employment.
- Hours of work may vary generally, and some evening and weekend work may be required as the position must delegate or provide on-call services on a 24/7 basis to handle emergencies.

Saskatoon Tribal Council (STC) offers a competitive compensation package.

Job posting closes 4:30 p.m. October 30, 2024 Visit the [Careers](#) section under STC Employment Opportunities. Submit your cover letter, resume, and three (3) references [here](#).

Saskatoon Tribal Council welcomes all applicants but will give preference to qualified members of Kristin Saulteaux Nation, Mistawasis First Nation, Muskeg Lake Cree Nation, Muskoday First Nation, One Arrow First Nation, Whitecap Dakota First Nation, Yellow Quill First Nation, or current permanent employees of the Saskatoon Tribal Council.

No telephone calls, please. Saskatoon Tribal Council appreciates the interest of all applicants, however, only those selected for an interview will be contacted.