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**CHIEF
Warren Tabobondung**

**CHIEF COUNCILLOR
Rebeka Tabobondung**

**COUNCILLORS
Vincent Chechock
Brent Tabobondung
Dave Rice
Theresa McInnes**

**Chief and Council Assistant
Short Term Employment Contract
(December 2020-March 2021)**

Wasauksing First Nation is currently seeking a Chief and Council Assistant (CCA) for a short term employment contract. The CCA is responsible for providing high-level executive support and results-oriented service to the Chief and Council of Wasauksing First Nation and its sub-committees. Working in a team environment, the CCA is accountable for the efficient operation and administration of the Wasauksing First Nation Chief and Council office, providing a well-organized and effective working environment. The CCA works in a confidential environment where communications often concern complex, sensitive and urgent matters.

Summary of Duties:

- Preparation and Distribution of electronic and paper-based correspondence, reports, statements, brochures, publications, presentations and other documents
- Creating and maintaining manual and computerized information filing systems for minutes, notes, tapes and summaries of meetings; decisions, resolutions, directions and correspondence; reports, forms, policies and other documentation
- Ensuring confidentiality and safety of files
- Ensuring that decisions, deadlines and directions of Chief and Council are completed as determined by Chief and Council.
- Responding to telephone and electronic inquiries of the Chief and Council office and directing inquiries to appropriate person
- Following policies and procedures of Wasauksing First Nation
- Preparing and submitting finance documentation
- Greeting visitors to Chief and Council/CED determine nature of business and directing visitors to appropriate person
- Meeting and Event Preparation for Chief and Council
- Organizing Travel Arrangements of Chief and Council office/CED
- Operates in accordance with and ensures compliance to the Wasauksing First Nation administrative, finance and program policies and procedures as may be updated and amended from time to time;
- Other duties/tasks/responsibilities as required and as assigned.

Qualifications and Desired Skills:

- Ontario Secondary School Diploma (Grade 12), and a certificate or diploma in business administration or equivalent combination of education and experience

- Minimum of five years progressively responsible secretarial/administrative experience
- At least three years in an executive office preferably in a First Nation setting
- Experience taking minutes for a Board or Council
- Extensive experience providing administrative support to a senior executive
- Extensive experience in handling and securing confidential and sensitive materials
- Experience in word processing, and other computer applications such as shared drives, PowerPoint, spreadsheets, internet, virtual meeting platforms;
- Comprehensive knowledge of First Nation organizations and appropriate protocols
- Willingness to work extra hours and weekends as necessary
- Confidentiality required
- Ability to speak Ojibway is preferred
- Valid Ontario Driver's Licence and own reliable transportation
- Ability to work independently
- Ability to remain calm and demonstrate sound judgment while working under pressure
- Must have a proficient level of communication skills, verbal and written.
- Must possess excellent organizational and time-management skills.
- A CPIC (Criminal records check) will be required.

Salary Grid Classification #7: Commensurate with qualifications and experience

Competition Deadline: Friday, November 27, 2020 at 4:00pm EST

Please forward your cover letter, resume, and three employment references to:

c/o Wilma Tabobondung
 Director of Finance
 Wasauksing First Nation
 P.O. Box 250
 Parry Sound, Ontario. P2A 2X4

Email: dof@wasauksing.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Please note that late or incomplete applications will not be accepted.