



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TR'ONDĚK HWĚCH'IN CITIZENS

BOARD ADMINISTRATOR – *Permanent Part-Time*

CHIEF ISAAC GROUP OF COMPANIES

Posting Date: August 19th, 2022

Standard Hours Bi-Weekly: 20

Start Date: Immediately

Wage: Dependent on experience

CLOSING DATE: Open until filled

This is a position that reports directly to the CEO and has an option to be remote. This position is expected to be able to communicate openly and effectively with team members – this is especially important in a remote setting. The major function of the position is to administer support for the Board of Directors. Board support includes the scheduling of meetings as well as compiling and distributing of board packages and taking the minutes for all board meetings.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide.

ESSENTIAL QUALIFICATIONS:

- Experience in Office Administration, *or* related experience in providing administrative support to senior level management;
- Good working knowledge of Tr'ondĕk Hwĕch'in social structure, culture and traditions;
- Experience in undertaking research and preparing executive summaries;
- Proficiency in modern business computer software programs, specifically all components of MS Office including, Word, Excel, Outlook, PowerPoint, Publisher, etc.;
- Experience in minute taking and board reporting;
- Experience in developing and implementing data/info management systems and procedures.

ASSETS:

- Ability and willingness to communicate openly and be transparent;
- Ability to work effectively as part of a team;
- Ability to establish and maintain effective, professional working relationships with all levels of staff, Citizens, external organizations and the general public;

CONDITIONS OF EMPLOYMENT:

- Criminal Records Check with Vulnerable Sector Screening.
- Class 5 Driver's license with clear driver's abstract.

A DETAILED JOB DESCRIPTION IS AVAILABLE UPON REQUEST

Please email applications or requests for more information to hr@chiefisaac.ca or stop by our office at 2nd & Albert for more details.

**As a Tr'ondĕk Hwĕch'in First Nation owned for-profit business,
our mandate is to deliver returns to our shareholders.
Wherever possible, our first preference for hiring shall be given to our qualified Citizens.
We thank all that apply but only those selected for further consideration will be contacted.**