

Tłchq Government Job Description

Job Title: Administrative Assistant
Division: Community Presence Office
Reports To: Community Director
Location: Behchokò
Job Status: Full Time

Purpose

The Administrative Assistant is responsible for providing administrative support and executive level services for the Community Presence Office, its staff members and the Community Director.

Scope

The Administrative Assistant is accountable for providing administrative support and executive level services for the Community Presence Office, its staff members/director by: providing logistical support; managing and preparing correspondence and managing communications for Community Director and Chief; liaising with other individuals and groups on behalf of the Presence Office. The Administrative Assistant must abide by all relevant legislation as well as the Tłchq Agreement and the Tłchq Government's Policies and Procedures and must adhere to strict confidential practices and protocol.

Duties and Responsibilities

Under the direction of the Community Director, the Administrative Assistant:

- 1) Provides logistical support to the Community Director, department meetings, Assembly Sessions and community events by:
 - a) Making travel arrangements, preparing expense claims, organizing travel documents and preparing itineraries;
 - b) Maintaining schedules for staff;
 - c) Organizing meeting rooms, presentation equipment, conference call information ZOOM/Teams catering and other protocols;
 - d) Hiring and overseeing community event support staff;
 - e) Assist other Tłchq Government departments/Businesses with logistics when they are having community workshops/information meetings/training/etc.
 - f) Drafting and distributing meeting agendas and background materials;
 - g) Preparing, distributing, and maintaining meeting minutes, and,
 - h) Acting as a main point of contact for department meetings and Community events.
 - i) Organize/ provide support for Community Events such as Feasts, Tłchq Day, Christmas, New Years etc.
 - j) Organize and provide support for all programs including on-the-land programming that are organized by the Presence Office

- 2) Prepares correspondence and documents for staff by:
 - a) Maintaining a record keeping and file management system for the department;
 - b) Assisting with conducting research, analyzing information and preparing draft reports and recommendations as directed;
 - c) Assisting with preparing briefing notes, new hire forms, correspondence, invoices, P.O.'s presentations and other correspondence;
 - d) Assist CD with developing yearly workplans, budget and annual report
 - e) Assisting in administrative reviews; and,
 - f) Tracking department activities and their progress.
- 3) Liaises with other individuals and groups on behalf of the Presence Office by:
 - a) Acting as a main point of contact for the Community Director;
 - b) Attending meetings on behalf of the Presence Office as directed; and,
 - c) Coordinating schedules and booking meetings.
- 4) Other duties and responsibilities as directed by the Director.

Supervisory Responsibilities

The Administrative Assistant supervises meeting/event support staff and may have other supervisory responsibilities when delegated by the Community Director. They have some latitude to take independent action.

Education and Skills

The Administrative Assistant is expected to have the following educational background, work experience and skills (equivalencies will be considered):

- A diploma in office administration and or four years of related experience;
- Strong problem solving abilities;
- Strong interpersonal and communication skills, and the ability to work as a member of a team;
- Ability to work with wide range of different community members and community partners;
- Sensitive for the need for confidentiality in dealing with data, records and meetings;
- Very good computer skills and the ability to establish and maintain electronic data bases and filing systems and use Microsoft Office, PowerPoint and the Internet for research purposes;
- Ability to set up ZOOM Meetings and Team meetings
- Very good organizational and time management skills;
- Positive attitude and work ethic;
- Ability to speak the Tɔ̀chɔ̀ language is strongly recommended;
- Familiarity with the Tɔ̀chɔ̀ Agreement and Tɔ̀chɔ̀ Constitution
- Familiarity with the Tɔ̀chɔ̀ language, culture and way of life.

- Adhere to the Tłchq Government Code of Ethics

Working Conditions and Effort

The Administrative Assistant is expected to demonstrate the following abilities:

- Ability to sit for extended periods
- Ability to focus and attend to details for extended periods of time
- Ability to made decisions and solve problems in a group situation
- Willingness to work pre-approved overtime as required
- Willingness to travel to the Tłchq communities and Yellowknife
- Ability to undertake multiple parallel tasks with minimal supervision
- Readiness to work in a stressful work environment.

Confidentiality

The incumbent will gain knowledge of personal and or confidential information. The incumbent will not use for their own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employees Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature Date	_____ Supervisor's Title
I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor's Signature
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.