



Naut'sa mawt
TRIBAL COUNCIL

EMPLOYMENT OPPORTUNITY

Governance Administrative Assistant

Naut'sa mawt Tribal Council (NmTC) is a non-profit society, which was incorporated in 1983, that proudly serves eleven member First Nations. NmTC receive funding support from Indigenous Crown Services and from its own-source revenue which includes joint ventures, corporate subsidiaries, event management, and project management services. *Working Together as One*, NmTC's mission is to supports its member nations in realizing their efforts towards self-reliance, self-governance, connection to culture, and quality of life now and for future generations. NmTC does this by providing advisory services in five core delivery areas that include: economic development; financial management; community planning; technical services; and governance.

NmTC is recruiting a Governance Administrative Assistant who would be responsible for providing administrative support to the Director of Advisory Services.

Some of the essential duties and responsibilities include:

- ✓ Provide meeting planning support to ensure successful planning and execution of NmTC board, general and committee meetings, including meetings from NmTC subsidiaries.
- ✓ Corporate records management in accordance with provincial legislation.
- ✓ Assist in planning program and services for advisory services and develop funding proposals as directed.
- ✓ Provide workshop and conference planning support for NmTC's advisory services.
- ✓ Prepare an annual work plan detailing, goals, projects and timelines for activities assigned by the Director of Advisory Services and that is in line with the strategic direction of the organization.

Do you have the following skills and qualifications?

- ✓ A minimum of 3-5 years of experience as an administrative professional OR meeting/event planning professional.
- ✓ Intermediate to advanced user in MS Office (Word, Excel, Outlook, PowerPoint) and Internet Explorer.
- ✓ Working knowledge and experience in maintaining records, filing, and correspondence tracking.
- ✓ Advanced written and verbal communication skills.
- ✓ Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- ✓ Ability to work independently and accept direction on given assignments as needed.
- ✓ Ability to remain professional when facing challenges.
- ✓ Ability to make decisions and exercise sound judgment and use initiative.
- ✓ Ability to handle multiple projects simultaneously.
- ✓ Strong commitment to high quality work.
- ✓ Experience working with First Nations (Coast Salish) communities an asset.

This permanent, part-time (30 hours per week) position works out of the Delta, B.C. office and reports directly to the Director of Advisory Services. If you have the skills and qualifications and are interested in this employment opportunity, then please email your resume and cover letter, including salary expectations, to Lori Fitzgerald at hrgbc1704@gmail.com. Preference will be given to persons of Aboriginal ancestry.

Working Together As One