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Grand Council of the Crees (Eeyou Istchee)
Grand Conseil des Cris (Eeyou Istchee)

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Cree Nation Government
Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Junior Administrative Secretary

Department: Social and Cultural Development
Salary Grade 3: (Min. \$39,009.00 – Max. \$58,514.00)

Location: To Be Determined
Status: 2 year Contract

Core Functions

The Junior Administrative Secretary works closely with the Board of Directors, Cree Nation Government's Youth Program employees and the Chairperson(s) of the Cree Nation Youth Council (CNYC) and is the focal point of communications. She/he provides adequate administrative resource to facilitate the effective working of the CNYC.

Committee and Board Responsibilities

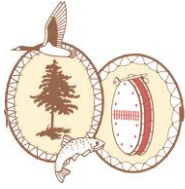
- Support the Board in carrying out its mandate and objectives.
- Provide advice to the Board of directors in respect of duties and practices, board reporting and proper meeting procedures.
- Advise CNYC in corporate matters and negotiations, and/or proxy on behalf of CNYC.
- Coordinate and manage Board and Committee meetings as well as logistics.
- Summon meetings, prepare agenda, presentations, take and draft minutes, including follow-up action plans.
- Draft proposed resolutions and related documents for Board and Committee meetings.
- Maintain Board and Committee records including minutes, reports, and other documents.
- Coordinate the general annual assembly with host community; and act as liaison with all involved community contacts.
- Maintain the Board's online information-sharing portal.

Communications and Public Relations Responsibilities

- Play a role in communicating, provide information, and act as a liaison with other entities/ organizations for CNYC and chairperson.
- Maintain the CNYC website and social media.
- Maintain the CNYC calendar, mailing, sending notices, issue Press Releases and reminders of directives and mandates.
- Public relations and collection of information.

Administrative Responsibilities

- Advise the Board on its roles and responsibilities.
- Facilitate the orientation of new Directors and colleagues.



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- Ensure compliance with policies and agreements including reporting.
- Preparation of reports as required by the role, including the annual report.
- Set up and maintain office filing systems, including correspondence and related administrative records; update and maintain computer files, databases, email and directories.
- Arrange detailed travel plans and itineraries and compile documents for travel-related meetings.

Education and Certification

- College Attestation or Diploma in Administration or Social Sciences.

Experience

- Minimum of two (2) to three (3) years relevant experience, or an equivalent combination of education and experience.

Language

- Written knowledge of English.
- Fluency in Cree and English.
- Basic knowledge of French would be considered an asset.

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven ability to communicate effectively.
- Demonstrated attention to detail and accuracy.
- Proven organizational skills.
- Good judgment and proven ability to problem-solve.
- Proficiency in Microsoft Office.

Additional Requirements

- Willingness to travel.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From February 8, 2019 to February 22, 2019

Application

Your application must be sent by email with the competition number: **SCD-190203-1**

Valerie Mianscum
Recruitment Officer
Email: hr@cngov.ca
Tel.: 819-673-2600