



## **CREE NATION OF CHISASIBI**

P.O. Box 150  
Chisasibi, Quebec J0M 1E0  
Tel.: (819) 855-2878 Fax: (819) 855-2875

# **JOB OPPORTUNITY**

**TITLE:** Executive Assistant

**DEPARTMENT:** LEGISLATIVE

**CORE FUNCTION:** Under the direct supervision of the Chief, Deputy Chief and the Council of the Cree Nation of Chisasibi. The Executive Assistant is responsible to provide administrative support and strategic counsel to the Chief, Deputy Chief and the Council, with support from the Administrative Assistant and the Corporate Secretary.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Maintain professional, technical and working knowledge of the day-to-day roles of the Chief and Deputy Chief;
- Plan and maintain schedule of Chief's meetings, conferences and travel;
- Maintain appointment schedules of the Chief and Deputy Chief;
- Read, screen, and route correspondences and inquiries for the Chief and Deputy Chief to help maximize efficiency;
- Draft interoffice memorandums and acknowledgement letters, documents and reports by researching, collecting and analyzing information;
- Deal with administrative matters, inquiries and collect relevant information on matters or issues brought forth and refer to appropriate sources if possible;
- Assist in the preparation of the Council agenda and documents required;
- Attend Council meetings, from time to time, to ensure awareness of the issues, matters and specific files being tabled;
- Assist the Corporate Secretary, when necessary, as a replacement in her absence or on matters requiring specific clarification or other considerations such as detail and presentation purposes, etc.;
- Act as a liaison with outside entities who collaborate or who wish to work with the Chief or Deputy Chief on files;



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- Contribute to team effort by assisting personnel in the Legislative Department with guidelines and procedures to ensure an efficient delivery of departmental operations and activities;
- Work in collaboration with the Communication Officer(s), Information Technology Technician and Web Designer with respect to communications coming from the Legislative Department; and,
- Perform other tasks as assigned by the Chief and Deputy Chief.

### **EDUCATIONAL REQUIREMENTS:**

- Completion of Secondary V is mandatory;
- Completion of College or University program or certification relevant to this position or equivalent;
- Work experience in a public/local government environment;
- Work experience with software such as Word, Excel, PowerPoint is essential.

### **EMPLOYEE REQUIREMENTS:**

- Working knowledge and/or willingness to learn about all different agreements and laws relevant to Eeyou Istchee and the Cree Nation of Chisasibi;
- Attentive to new agreements and ongoing related legislation;
- Excellent oral and written communications skills in English (required);
- Fluency in Cree and English, French is definitely an asset;
- Good judgement and high sense of confidentiality;
- Ability to draft different types of documents;
- Ability to work independently with minimal supervision and under pressure; and,
- Exceptional problem-solving skills.

### **EMPLOYMENT CONDITIONS:**

- Regular full-time at 35 hours per week.
- Work outside normal working hours will be required.
- Remuneration based on education and experience.
- Salary Range: \$55,000 to \$80,000 annually, depending on education and experience.



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**PLEASE NOTE:** when submitting your resume, please include copies of all Diplomas, Certificates, Valid Driver's License and Indian Status Card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé within the prescribed deadline to the following:

Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Quebec  
J0M 1E0

Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)

Posting Date: September 19, 2024  
End of Posting: October 4, 2024 – 5:00 p.m.

**\*APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM\***