



Administration Office
289 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.5156

Executive Services
279 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.5156

Community Centre
533 Thomigo Road
Muncey, ON N0L 1Y0
telephone: 519.289.2957
fax: 519.289.2883
toll-free: 1.800.298.7137
www.munsee.ca

Employment Opportunity

POSTING DATE: Monday, August 28, 2023 **CLOSING DATE:** September 28, 2023-4:00 pm

EXECUTIVE ASSISTANT

GENERAL DESCRIPTION:

This is a key position to the Administration of the Munsee-Delaware Nation. The position reports to the Nation Manager and provides clerical, administrative and other support services to the Nation Manager and the Chief. This position will require a high level of professionalism, organization and multi-tasking skills and can prioritize duties in a fast paced and confidential environment. The Executive Assistant must work as a team player and can work independently.

KEY DUTIES AND RESPONSIBILITIES:

1. **Technical Functions:**
 - Coordinate all regular Council meetings, ensuring all agenda items are set for review, this includes arranging logistics, communication and invitation of guests when required.
 - Coordinate and prepare all Council packages including agenda, minutes, attachments, and memoranda for action items from staff.
 - Maintain an accessible filing system for all Council meetings and business of Chief and Council.
 - Set up all technical meeting requirements; zoom or team meetings, projection and audio as required.
2. **Administrative Functions:**
 - Record accurate minutes and verbatim (when required) of all Council meetings.
 - Prepare correspondence for the Nation Manager and Chief as required.
 - Ensure all action times of the Nation Manager, Chief and Councillors are clear and accurately recorded.
3. **Communication & Liaison**
 - Establish and maintain regular communication and information sharing with the Nation Manager and the Chief and Council.
 - Respond to inquiries and/or request for assistance from staff, MDN Chief and Councillors in a timely manner.
 - Handle all calls and visitors for the Nation Manager and MDN Chief and Councillors by screening, resolving those within capacity, retrieve background information and flow emails and appropriate information;
4. **Other Related Duties:**
 - Performs other job-related duties as may reasonably be required by the First Nation Manager.

QUALIFICATIONS:

1. Post secondary business or public administration diploma or certificate.
2. Three years progressive experience in a senior administrative role.
3. Proficient written and excellent communication skills.
4. Excellent computer skills using Microsoft office programs.
5. Organizational skills and ability to perform clerical duties.
6. Must be reliable, dependable, and committed to confidentiality.
7. Must be willing to work flexible hours.
8. Must have a valid driver's license and reliable vehicle, and to provide a drivers abstract.
9. Must provide a clear CPIC.

The full job description is available upon request.

INTERESTED CANDIDATES

If you are interested in this exciting opportunity to be a member of a team that is dedicated to service excellence, continuous improvement, and innovative thinking, please apply with your resume and cover letter and three recent work references & other supporting documentation to:

Munsee-Delaware Nation
Attention: Human Resources
289 Jubilee Road, Muncey, Ontario N0L 1Y0
In a sealed envelope marked **“Confidential”**

Or

Email to employment@munsee.ca with the subject line: EXECUTIVE ASSISTANT

All submissions will be screened according to the above qualifications. Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act is a preference.