



Metis Settlements General Council
Executive Assistant

EMPLOYMENT POSTING

DATE POSTED: May 16, 2024

CLOSING DATE: June 1, 2024

REPORTS TO: MSGC Office Administrator

STARTING SALARY: \$56,000-\$60,000

The Executive Assistant reports to the Office Administrator and is responsible for managing the schedules of the two elected Executive Officers and the OA. Ensuring that the administrative needs of the two elected Executive Officers and the OA are met, recording the official minutes of all Assembly meetings, Board of Director Meetings and Executive Team Meetings, and any meetings held by the Executive as required, and communicating the minutes, action items and results of the various meetings to the relevant parties.

Duties:

- Coordinate schedules for the Executive Officers and OA and ensure that they have the materials and information required to attend external and internal meetings, conferences, Assemblies, and public appearances;
- Coordinate Executive Officer meeting agendas and ensure timely production of meeting materials for the Executive Officers and CAO with internal and external organizations;
- Update and synchronize Executive Officer and OA calendars;
- Draft executive level correspondence, as required;
- Coordinate Executive Officer and OA travel;
- Prepare notices for all Executive level meetings;
- Record minutes for approval by the Executive for all General Council Assembly meetings, Executive meetings, Board meetings, and Settlement Sooniyaw Corporation meetings - (draft, correct, execute, scan, file);
- Assist Executive Officers and OA with general administrative support as required;
- Assist in the coordination of all MSGC events;
- Assist Receptionist in preparing all meeting packages.
- Review and prioritize OA and Executive Officers' emails as requested;
- Facilitate all AV needs/troubleshooting as required for each meeting, with third party support;
- Facilitate all IT needs/troubleshooting as required for each meeting;
- Prepare virtual meeting attendance details and tasks as needed for all meetings. Work closely with our IT group to ensure all virtual accommodation is being handled in a timely manner;
- Work with Reception to prepare boardrooms as required for all meetings (tables/chairs set up as per the direction of the Executive, microphone set ups);
- Coordinate meal service with reception at the request of the Executive and/or OA;
- Provide administrative support as required by Settlement Councils for Assemblies and board meetings on meeting days (virtual as well as in person);
- Communication, as required, with external meeting organizers;
- Provide administrative support to the Finance Department as requested;
- Work with Reception to order supplies and other materials as required;
- Perform any other duties as assigned by the Office Administrator; and
- Adhere to all General Council Policies and Personnel Manual.

These duties are subject to change as required.

Qualifications:

- Progressive experience in any of the following roles: Administrative, Personal or Executive Assistant;
- Intermediate to advanced knowledge of Microsoft Office 365 and Microsoft Teams
- Strong experience in meeting management is an asset (i.e., planning, managing agendas, attendance, and minute taking);
- Experience using various scheduling software;
- Fluent written and spoken English with the confidence to record and document official records;
- General office hardware use including photocopiers, fax machines, and filing systems;
- Post-Secondary education in Administrative Services, Grade 12 diploma or GED minimum requirement;
- Knowledge of the Metis Settlements of Alberta, *Metis Settlements Act* and governance structure considered an asset.
- Strong interpersonal skills and willingness to be part of a team are required.

Please submit your cover letter and resume electronically to

Tanis Heron

Email : theron@msgc.ca

Phone : 780- 822-4052

We thank all candidates for their interest; however, only those selected for an interview will be contacted.