



The File Hills Qu'Appelle Tribal Council
invites applications for the full time position of

Executive Assistant Education

The File Hills Qu'Appelle Tribal Council (FHQTC) Education is an organization that provides a range of programs and services to the member Nations within the Treaty Four Territory.

Reporting to the Director of Education, the Executive Assistant is responsible for administrative support including administrative, reception, fiscal and clerical duties. Primary responsibilities include provision of confidential and administrative assistance, create, compose and edit correspondence, researching and compiling data, preparing reports and meeting minutes, summaries and responding to inquiries while ensuring compliance with agreements, policies & procedures and Education mandate.

This position requires a well-organized and results oriented individual to work closely with the Director of Education to ensure the effective administration of internal systems, meet deadlines, records management processes, policy development as well as internal and external communications.

The successful candidate will organize all meeting logistics, including the coordination, preparation and distribution of information, meeting agendas, notifications, and meeting minutes. The Executive Assistant will organize meeting facilities, catering services, conference calls and will facilitate travel and accommodation arrangements as well as aid with preparation and processing of expenses and reporting.

Qualifications:

- Bachelor of Business Administration Degree or a Graduate of a recognized office administration program and a minimum of two year's office experience
- A working knowledge of Education programs and services would be an asset
- Experience working with First Nations and knowledge of First Nations values, culture, traditions and governance
- Punctual and dependable with an ability to work in a confidential environment.
- Able to handle multiple tasks and work with minimal supervision
- Excellent oral, written, communication and organizational skills.
- Proficiency with computer/technology skills
- Highly proficient with familiar Microsoft 365 Office software.

Send resume and cover letter, along with three references, in confidence to:

Director of Education
FHQ Education
Email resume to: eddirector@fhqtc.net

APPLICATION DEADLINE: Friday July 20th at 4:00 p.m.

