



Xeni Gwet'in First Nations Government

PO Box 98, 3052 Nemiah Valley Rd
Nemiah Valley BC, V0L 1X0

Position Title: Chief & Council Assistant

Type: Full-Time (Maternity Leave - 12 months)

Start Date: ASAP

Salary range: \$20 - \$25 per hour

Deadline: Friday, November 3, 2023

Overall Responsibilities:

The Chief & Council Assistant, reports directly to the Executive Assistant for day-to-day operations; has the following overall responsibilities to the Xeni Gwet'in First Nation Government (XGFNG):

- Support elected Chief & Council with organizing and preparing for their duties, meetings and events. Including managing their calendar;
- Attend community meetings and events to support Chief & Council as needed;

Specific Duties and Responsibilities:

- Liaise with Executive Assistant and Band Manager or others to schedule meetings and events;
- Assure the efficient planning and execution of meetings and events when requested;
- Prepare and distribute meeting agendas, material preparation, assisting with meeting logistics,
- Timely preparation of meeting minutes, event outcomes, and distribution of approved documents;
- Preparation of expense reports;
- Provide logistical support for meeting rooms, including monitoring the calendar of meetings, trouble-shooting meeting requirements;
- Receive the Chief & Council's calls, take messages, route correspondence appropriately;
- Support with managing the Chief & Council's routine enquiries and business;
- Provide drafts of correspondence for editing, revise and finalize for signature;
- Undertake the Chief & Council's routine photocopying, typing, spreadsheets, filing, timesheets, and other administrative duties;
- Provide advice to integrate activities and events with our T̓silhqot'in cultural protocols and traditional practices;
- Assist with the Chief & Council's regular travel arrangements, including flights, hotels, ground transportation arrangements, meeting set up, catering, coding and expense reports;
- Assist with troubleshooting the Chief & Council's regular travel arrangements;
- Work with reception and other administrative staff to manage and maintain filing systems;
- Maintenance of a substantial filing system (paper and digital);



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- Research, write and produce quality reports and presentations for Chief, Council, Directors and rest of team as needed;
- Other studies as assigned by Manager within the scope of the position;

Experience/ Skills Required:

- Grade 12 Highschool Diploma minimum;
- Diploma, undergraduate degree, or experience related in administration, communications etc.;
- Minimum of 2 years of experience in administration (receptionist, department/executive assistant);
- Superior written and oral communication skills;
- Ability to develop positive relationships with different stakeholders;
- Proficiency with all Microsoft Office Software;
- Exceptional organizational skills, with proven ability to meet deadlines in a professional manner;
- Able to work under minimal supervision in stressful situations and make decisions;
- Chilcotin language and know the values of the nation or seek the resources as needed;
- Ability to travel for work related meetings as needed;

Personal Suitability:

- Valid Driver's License/abstract or willingness to get one;
- Positive attitude: open to learning, making mistakes, working with a peer network and mentor;
- Ability and willingness to learn on the job, through mentorship, and organized training courses;
- Mindful and being respectful of people's way of life;

Please send a cover letter, copy of your resume and three (3) references to:

Christina Tachtampa | Director, Learning & Organizational Development
Email: christina.tachtampa@xeni-gwetin.ca

You can submit a hard copy of your application to the XGFNG Office.

Only those invited to an interview will be contacted.

Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.