



# Driftpile Cree Nation

## Executive Assistant Job Posting

Driftpile Cree Nation (DCN) is a proud and culturally strong First Nation located between the towns of Slave Lake from the west, and High Prairie from the east, approximately 340 km northwest of Edmonton. The Nation is nestled on the south shore of Lesser Slave Lake. As the second-largest lake entirely within the Alberta boundaries Lesser Slave Lake is a stunning destination for birders and wildlife enthusiasts. We are signatory to Treaty 8 and a member of the Lesser Slave Lake Indian Council. As stewards of the land, we will ensure that the best sustainable practices are followed, now and in the future.

The Driftpile Cree Nation's (DCN) Child and Family Services Program (CFS Program) is community-based and family oriented to provide the care, protection and well-being of all DCN children in a preventative manner to promote the healing of all children, families and community. A coordinated, holistic, interdisciplinary approach is the foundation of the Program to meet the developmental needs of children, youth, and families with respect to the cultural identity, customs and traditions, beliefs and values.

### Job Overview

Reporting to the Executive Director, the Executive Assistant is responsible for providing administrative and program support for CFS. This includes managing the filing of all confidential CFS related documents, coordinating, and communicating office activities. The incumbent will act as a gatekeeper for all incoming communications and direct them as needed. The Executive Assistant will also have responsibilities pertaining to research, report writing, and charting which will speak to program performance and be presented at Board meetings.

### Responsibilities

- Oversee all incoming and outgoing communications to the Executive team, including emails, phone calls, reports, and internal correspondence.
- Maintain calendar events, meetings, and appointments.
- Plan and organize events that take place externally, such as fundraisers and other events.
- Prepare and format various documents and correspondence, as directed.
- Draft, review, and communicate on behalf of the Executive Director, as needed.
- Support the hiring and onboarding of new staff (e.g., arranging access to systems, HR paperwork, coordinating orientation).
- Coordinate meeting logistics and support meetings as needed (e.g., creating agendas, recording minutes, room set-up).
- Compile and record CFS Program data, as directed.
- Draft reports and charts pertaining to CFS' performance and initiatives.
- Raise Manager awareness of emerging issues.
- Maintain Program contact lists and process and policy documents and completed updates as directed.
- Assist with the maintenance of all Program records in accordance with overarching legislation and/or policy.

- Conduct business with other colleagues or external vendors on behalf of the Executive team.
- Maintain a high degree of discretion and confidentiality.
- Support the Executive team and Board of Directors with other projects/tasks as needed.
- Other duties as required.

### **Qualifications**

- Post secondary education related to Business Administration.
- Minimum of five (5) years experience as an Executive Assistant.
- Experience related to Child & Family Services would be considered an asset.
- Ability to work independently and prioritize tasks accordingly.
- Excellent business acumen is required.
- Strong computer literacy, writing, and communication skills.
- Criminal Record and Child Intervention Record checks.
- Microsoft Office software, emails, databases, excel.
- Knowledge and understanding of First Nation culture and communities.
- Cree Language is an asset.