



TAKU RIVER TLINGIT
First Nation



Human Resources

EMPLOYMENT OPPORTUNITY

POSITION: Executive Assistant to the spokesperson

SUPERVISOR: Spokesperson

WAGE: \$ 25-29 hourly

STATUS: Full-time

CLOSING DATE: Until filled

POSITION SUMMARY:

Reporting to the Spokesperson, the Executive Administrative Assistant is responsible for all administrative duties, including coordinating meeting schedules, preparing agendas, records, transcribing meeting minutes, and recording directives for the CDC and community meetings and other public forums.

This position regularly interacts and engages with Leadership, managers, visitors, professionals, other Indigenous representatives, public or government officials, and community members.

DUTIES AND RESPONSIBILITIES:

- Provides comprehensive and confidential administrative support to the Spokesperson.
- Oversees the arrangement and scheduling of the Spokesperson's calendar.
- Coordination and planning of all internal and external meetings for Spokesperson
- Prepares all meeting agendas, supporting documents, and records meeting minutes and subsequent decisions for any meetings involving the Spokesperson such as the Joint Clan, CDC, Community and Manager's meetings, etc.
- Books all travel for Spokesperson aligned with organizational policies.
- Post-travel reconciliation of expenses with receipts and submits to Finance for processing and reimbursement.
- Design, prepare, edit, and format internal and external communication, including newsletters, memos, emails, presentations, etc.
- Conducts data analysis and prepares weekly and monthly reports as directed.
- Setup remote calls/virtual meetings through audio-visual tools such as Zoom and TRTFN's teleconferencing system.
- Answers inquiries from members and the public, providing appropriate information and forwarding to the applicable department.

Knowledge, Skills, and Abilities:

- Experience and knowledge of First Nation culture and working with First Nations and citizens is essential.
 - Excellent interpersonal, communication, and presentation skills
 - Intermediate to advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)
 - The capability to foster and maintain strong relationships both internally and externally.
 - Proven experience in project management, with the ability to complete assignments on time, high standard, and within budget.
 - Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
 - Critical thinking and problem-solving skills
 - Ability to maintain a high level of accuracy preparing and editing letters, notices, minutes, reports, etc.
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Training, Education & Experience:

- Post-secondary education in Business Administration or related field
- Minimum 3 years of experience in an office administrator position in a First Nations environment
- Class 5 driver's license
- Satisfactory Criminal Record Check

Working Conditions:

- Work is performed primarily indoors in an office environment.
- Flexibility to work evenings to attend Council and Community Meetings
- Occasional travel is required to attend meetings or training.

APPLICATION PROCESS: e-mail applications to: senior.admin@gov.trtfn.com

Preference given to Tlingit First Nation citizens for this position.