



MATAWA FIRST NATIONS

## MATAWA FIRST NATIONS MANAGEMENT

### ADMINISTRATIVE ASSISTANT

#### INTERNAL POSTING

Formed in 1988, Matawa First Nations Management is a Tribal Council providing services to ten member communities in northwestern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of education, economic development, health, finance and business, and technical services. Based in **Thunder Bay** and reporting to the Chief Executive Officer. Matawa First Nations Management & Matawa Project Management Group requires a highly-skilled and self-motivated administrative professional who will work closely with the Program Managers in a dynamic but demanding and fast-paced environment this growing organization requires an experienced individual who will provide administrative support in the following areas :

Under the supervision of the Chief Executive Officer (CEO), the Administrative Assistant provides day-to-day support and assistance for the Program Managers, by providing secretarial support that includes managing correspondence and workflow; coordinating appointments, travel and meeting arrangements and by assisting and referring callers.

#### DUTIES AND RESPONSIBILITIES

##### Correspondence and Workflow

Coordinate activities for the Program Managers:

- Acknowledge and prepare responses for routine correspondence
- Coordinate and maintain up-to-date filing systems for general correspondence
- Play a key coordinating and resource-person role in planning, organizing, monitoring and managing the affairs of the administrative/executive department;
- Provide general assistance to the Program Managers by referring correspondence for action/response
- Monitoring and tracking correspondence including project submissions and funding arrangements;
- Prepare correspondence, and memorandums, assist in the preparation and publication of annual reports and other reports;
- Provide regular team support, feedback and cooperation to Reception/ Administrative staff;
- Develop and maintain office systems such as records management, resource center, mail services;
- Contact First Nations and organizations to poll and/or collect data on strategic initiatives, as directed;



## Meetings

- Coordinate and maintain an up-to-date schedule of the Program Manager's activities and meetings;
- Organize and coordinate meetings and conferences including telephone and video conferences;
- Record, transcribe and/or prepare, copy minutes and meeting packages;
- To maintain and safe keep of all minutes of meetings and / or other committee meeting minutes;
- Ensure proper department codes are applied when and where applicable

## Travel and Appointments

- Coordinate and arrange travel for the Program Managers, as well as for meeting guests/delegates as directed.
- Prepare and submit expense claims for the Program Managers; prepare travel reimbursement claims (invoices) for travel sponsored by third parties.
- Ensure that expense/travel claims for the other guest / delegates are prepared and accounted for as per Matawa policies and procedures as requested or required.
- Ensure proper department codes are applied when and where applicable

## Communication, Referrals and Public Relations

Develop and maintain a cooperative working relationship with Matawa staff and organizations, other Tribal Councils and political organizations such as NAN. Liaise with the callers and the public regarding Matawa First Nations issues:

- Provide telephone information, assistance and referrals for guests and callers.
- Assist with distribution of information and hand-out materials at the office and public events;
- Form contacts and linkages with member First Nations and Aboriginal organizations as well as non Aboriginal organizations and government offices;

## Other

- Other duties related to effectively to operate a tribal council office, as assigned, requested or required

## **CROSS TRAINING**

Position provides work sharing with administrative and receptionist staff and, as such, must understand and undertake such duties as well to facilitate training and/or to cover during staff shortage.

## **COMPETENCIES AND QUALIFICATIONS**

The position demands a high degree of organization, multi-tasking and priority setting skill in confidential atmosphere. The academic and skills expectations are as follows:

- A Degree/Diploma in Office Administration or related field, and
- At least five years experience in a senior secretarial/administrative position
- Excellent secretarial, interpersonal communication, word processing, note-taking, file management skills;
- Fluency in Cree or Ojibway is a definite asset;



## OTHER JOB REQUIREMENTS

- Travel to remote (air accessible) First Nation communities
- Must be available and accessible to the Program Managers for call-ins and for evening/weekend work when requested or required.

## FINANCIAL RESPONSIBILITY AND DECISION MAKING

The Administrative Assistant is responsible for

- Ensuring key correspondence is brought to the attention of the appropriate Matawa staff member for action.
- Making travel arrangements and preparing travel orders and preparing the resulting expense claims for the Program Managers by economical means ensuring accuracy, completeness and timeliness in work.
- Determining office supply needs and preparing purchase orders with economy, accuracy and completeness in accordance with Matawa policies and procedures.

## ACCOUNTABILITY

The Administrative Assistant is responsible to the Executive Assistant on a day-to-day basis, and for overall performance.

**LOCATION:** Thunder Bay, Ontario

If you are qualified and attracted to assisting Matawa First Nations Management to achieve their goals, please provide a resume along with three references no later than **4:30 p.m. December 9, 2009** to:

David Paul Achneepineskum, CEO  
Matawa First Nations Management  
233 South Court Street, 2<sup>nd</sup> Floor  
Thunder Bay, ON P7B 2X9  
Fax: (807) 344-2977

No phone calls please, only those chosen for an interview will be contacted.

