

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Business Support Program Assistant

FIN-HR-TEM 065 CEO 2011/01/18 DPA

PURPOSE OF THE POSITION

Matawa First Nations Management seeks a Business Support Program Assistant to work in a dynamic and creative environment. Reporting to the Business Support Officer, the Business Support Program Assistant will assist in print and electronic communications for the program, assist in producing marketing and promotional materials, administrative duties, and management of clientele database, internal communications with other departments, update member community-related activities. The role further enhances the capacity of the newly established Business Support Program in support of the member First Nations, their elected leadership and Chief Executive Officer and Program Managers.

The position provides relevant learning and training opportunities in their field of study to:

- Develop time management, writing, organizational, and computer skills
- Practical experience in a fast-paced office environment
- Opportunity to work within Economic Department
- Exposure to duties and activities of experienced staff

SCOPE

The Business Support Program Assistant will ensure that the following communications deliverables are met:

- Database development
- Work with Matawa Managers to share information with communities
- Assist in creation of marketing material for the Business Support Program
- Assist First Nations to share information between each other, and to Matawa
- Other duties as determined by Business Support Program
- Travel into Matawa Communities

RESPONSIBILITIES

1 General

Main Activities

- Assist with workshops, conferences and meetings
- Assist with the creative development and publication of advertisements
- Assist with preparation and distribution of media-related materials
- Assist with communications meetings and minutes
- Assist in design and delivery info session and workshops on business startup or expansion
- Develop a database to manage community contacts, Intake Business Clientele, request for services, and information provided as required for funding reports and project evaluations
- Help prepare reports/briefings/fact sheets when required under direction of various managers when required
- To remain informed on the wide spectrum of issues that can affect Matawa member First Nations and Tribal Council
- Travel as requested
- To adhere to the organization's Quality Management Systems, Policies and Procedures
- Provide administration relief duties as required
- Liaise with First Nations communities, economic development organizations, and economic development officers, project partners, funding agencies or other groups
- Participate in Matawa's meetings, First Nation and company meetings; attend conferences
- Assist with project briefs for reserve representatives, project reports, updates and final reports for all project activity
- Other tasks as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Post-secondary student in communications, marketing, public relations, business administration or other related field
- Ideally two years professional experience in a business or entrepreneurial position.
- Print production and Advertising
- Fundraising events and other activities
- Proposal writing
- Experience in the First Nation and/or non-profit sector are highly desirable
- An understanding of relevant governmental legislation, policies and procedures
- An understanding of the northern-Ontario economic, cultural and political environment
- An understanding on First Nations governments, culture and lifestyles

Skills

The incumbent must demonstrate the following skills:

- Superior communication skills, oral and written, with a keen eye for detail
- Excellent organizational and time-management skills and the ability to multi-task
- Exceptional computer skills including graphic design skills, data-base management and web content management and social media networking tools, and fluency with Microsoft Office
- Advanced research and documentation
- Exceptional interpersonal skills
- Ability to work in a collaborative team environment
- Team building skills
- Analytical and problem-solving skills
- Project management and decision-making skills
- Effective verbal, presentation and listening communications skills
- Effective written communications skills
- Experience working within Aboriginal communities or with Aboriginal clients.
- Experience with supporting project planning/implementation processes
- Experience in on-site training would be considered as an asset
- Ability to manage multiple assignments and meet deadlines
- Ability to communicate effectively with First Nations, as well as general-interest media

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Business Support Program Assistant. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Demonstrate keen attention to detail, precision and thoroughness
- Proven ability to work with people of diverse educations, cultural and language
- Relationship builder
- Planner and Coordinator
- Values diversity
- Highly motivated and ability to meet tight and demanding time-lines with multiple projects
- Exceptionally organized and excellent time management
- Self-motivated and an ability to work with little supervision
- Pays great attention to details and adheres to due diligence
- Must be willing and able to travel
- Capable to maintain confidentiality
- Demonstrates a keen awareness and sensitivity to First nation realities regionally and at the community level
- An ability to speak Ojibwe, Oji-Cree or Cree is an asset

WORKING CONDITIONS

Physical Demands

The Business Support Program Assistant may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Business Support Program Assistant may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Business Support Program Assistant may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Business Support Program Assistant may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Business Support Program Assistant to concentrate.

Mental Demands

The Business Support Program Assistant will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Executive Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.