

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Economic Development Administrative Assistant

## **PURPOSE OF THE POSITION**

The Economic Development Administrative Assistant is a highly skilled and self-motivated administrative professional who will work directly with the Economic Development Department and any related Economic Development projects in a dynamic but demanding and fast-paced political and administrative office environment.

## **SCOPE**

Under the supervision of the Economic Development Advisor, the Economic Development Administrative Assistant will provide day-to-day support and assistance to the Economic Development Advisor, Workshop Facilitator, Energy Working Group, Matawa Economic Development Committee, Matawa Chiefs and future Economic Development staff, as required. The Economic Development Administrative Assistant provides secretarial support that includes managing correspondence, documents and workflow; travel, appointments, meetings, filing, purchase orders, memorandums, minutes, operating standard office equipment, computer, scanner, fax machine, photocopier, multi-line telephone and other related duties.

The Economic Development Administrative Assistant will be required to complete other duties as requested or required.

## **RESPONSIBILITIES**

### 1. **Correspondence and Workflow:**

- Coordinate activities for the EcDev office and all Matawa Economic Development committees;
- Acknowledge and prepare responses to routine correspondence, e-mail and telephone calls and voice mail for the EcDev Department and all Matawa Economic Development committees;
- Schedules and keeps track of appointments;
- Coordinate and maintain up to date filing system;
- Develop and maintain files, templates, meeting materials;
- Provide general assistance to the EcDev department by referring calls to appropriate departments/staff, taking detailed messages, monitor and track correspondence;
- Maintain Quality Assurance materials as identified in ISO 9001/2008 and attend meetings as EcDev representative.

### 2. **Travel and Appointments:**

- Coordinate and arrange travel for the EcDev department staff and all Matawa Economic Development committees;
- Prepare and submit Purchase Orders according to policy and procedures;
- Prepare a record of travel advances, expense claims and reimbursements on file.

### 3. **Communication, Referrals and Public Relations:**

- Maintain up to date contact information for Matawa First Nations Management
- Maintain up to date contact information for Matawa Chiefs and Councils
- Notify department of updates regarding Matawa departments, MEDC members

### 4. **Meetings for all Matawa Economic Development Committees & Department:**

- Coordinate all MEDC meeting logistics; book meeting room; MEDC travel arrangements and expenses; MEDC invoices/reimbursements;
- Record, transcribe and/or prepare minutes, copy minutes, summary of motions passed for MEDC Committee and EcDev Department;
- File all meeting minutes online and hard copies in binders;
- Prepare memorandums/notices of upcoming meetings and email meeting requests;
- Record detailed daily attendance for MEDC members and EcDev Department.

### 5. **Supervisory:**

- Supervise, direct and train administrative summer students, administrative Co-Op students and interns;

6. **Other:**

- Other duties as required and/or requested in order to effectively assist with the smooth operation of Matawa First Nations Management.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A degree/diploma in Office Administration or related field, and/or related experience;
- At least 3 years' experience working in an administrative position;
- Excellent secretarial, interpersonal, communication, word processing, note taking, file management skills;
- Fluency in Cree or Ojibway is a definite asset.

### **Skills**

The incumbent must demonstrate the following skills:

- The position demands a high degree of organization, multi-tasking and priority setting skills in a confidential atmosphere;
- Excellent communication, oral and written skills;
- Excellent interpersonal skills;
- Able to make travel arrangements, purchase orders and adjustments in a timely organized manner;
- Determine office supply needs and prepare purchase orders with economy, accuracy and completeness in accordance with Matawa policies and procedures.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Economic Development Administrative Assistant. The incumbent must also demonstrate the following personal attributes:

- Organizational and planning skills;
- Problem analysis and problem-solving skills;
- Good judgment and decision-making ability;
- Initiative;
- Attention to detail and accuracy;
- Flexibility and punctuality.

## **CONDITION OF EMPLOYMENT**

The incumbent must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate).

## **WORKING CONDITIONS**

### **Physical Demands**

The Economic Development Administrative 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 Economic Development Administrative 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 Economic Development Administrative 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 Economic Development Administrative 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 office environment may be noisy and busy making it difficult for the Economic Development Administrative Assistant to concentrate.

### **Mental Demands**

The Economic Development Administrative 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

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

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.