



## *Tk'emlúps te Secwépemc*

(Kamloops Indian Band)

# JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

### **POSITION TITLE: Executive Assistant to the Kukpi7 (Chief)**

**DEPARTMENT: Corporate**

**SUPERVISOR: Kukpi7**

**TERMS: Full-Time, Term (Term to May 2023)**

**REFERENCE #: 2022-090**

### **PURPOSE OF POSITION:**

The Executive Assistant to the Kukpi7 is a confidential support and is responsible to perform a variety of essential administrative and executive duties for the TteS Kukpi7. This position is the first line of contact for Kukpi7. This position must ensure that the management of communication, records and filing support is achieved daily for the Kukpi7, among other aspects, to ensure the successful management of the Corporate Division, Legal and Title and Rights (T&R) Portfolio for TteS.

### **DUTIES AND RESPONSIBILITIES:**

**Provides comprehensive professional administrative, technical, and clerical support to Kukpi7 in accordance with the approved practices, policies, budgets, standards and guidelines. (95%)**

- Provides sophisticated calendar management for Kukpi7 Prioritizes inquiries and requests while troubleshooting conflicts and making recommendations to ensure smooth day-to-day engagements
- Provides Kukpi7 with a daily schedule of meetings and the necessary background materials for their meetings.
- Regularly reviews and prioritizes incoming e-mails and external requests, brings them forward and brings to the attention of the Kukpi7 as appropriate.
- Work closely with Kukpi7 to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Maintain open internal communications with the TteS Council and Executive Team
- Coordinate all meetings and events as needed. Follow up on contacts and proposed events/meetings made by Kukpi7 to assist with ongoing relationship building
- Collates and distributes materials and papers, and ensures agendas are prepared and administered in a timely manner for the Kukpi7 and Legal & T&R.
- Arrange and handle all logistics for meetings and events; draft agendas; compile presentation materials; and record meeting minutes for consistent engagement record
- Composes and prepares documentation and presentations that are often confidential.
- Completes all arrangements for meetings including room bookings, refreshments and/or any meals or other requirements.

- Complete a broad variety of administrative tasks that facilitate Kukpi7's ability to effectively lead and participate in multiple Indigenous organizations, that include, but are not limited to:
  - TteS
  - Le Estcwicwey
  - Assembly of First Nations and BC Assembly of First Nations
  - Shuswap Nation Tribal Council
  - Union of BC Indian Chiefs
  - Stk'emlupsemc te Secwepemc
  - Qwelmente te Secwepemc
  - City of Kamloops
  - Provincial Minister
  - Governor General
  - Prime Minister
- Responds to various requests regarding the Department Managers.
- Researches and gathers information from files and other sources or contacts the appropriate resource person.
- Arranges detailed travel plans as necessary, including agendas and itineraries, and compiles documents for travel-related meetings.
- Ensures that the appointed Acting Kukpi7 has all information necessary to carry out any required duties when Kukpi7 is on approved leave as scheduled.
- Researches, issues, prepares the necessary correspondence, follows up and/or refers disputes to the appropriate person in charge.
- Follows up on and monitors certain Department Manager files/cases by managing documentation, overseeing and reminding on observing deadlines as applicable.
- Completes photocopying, faxing, couriering, mailing and electronic filing system as requested
- Scans paper documents into digital versions to ensure a complete history of Kukpi7's correspondence
- Enters vacations, incidental absences, and sick leave into payroll as needed.
- Tracks the Kukpi7 budgets with respect to accounts payable, expense report coding, the credit card inventory and computer and cell phone accounts.
- Assists with all public and media relations, social media & inquires.
- Produces purchase orders and payment requests as and when required.
- Implements and maintains an efficient physical and email or virtual filing system using standardized filing methods and procedure and coordinates and organizes records as required
- Works with other administrative staff providing support where necessary.
- Maintains the highest level of professionalism and commitment in supporting the Kukpi7 and the ongoing administrative functions of the TteS
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Kukpi7 and TteS.

**All Other related duties as assigned. (5%)**

**Professional Certification, Education and Experience:**

- Certificate or Diploma in Office Administration
- 3-5 years direct clerical/administrative support or Legal Assistant experience or an equivalent combination of education and/or training.

- Experience/training in keyboarding, word processing, spreadsheets, the Internet, databases and other standard computer applications, media channels and upkeep.
- Successful completion of a criminal record check is required.

**Skills and Abilities:**

- Expert level written and verbal communication skills.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly while maintaining excellent attention to detail.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
- Manage one's own workload effectively efficiently and independently, achieving results within acceptable time frames, taking into consideration changing priorities and job duties.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and agencies and a diverse range of community leaders.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities, anticipates needs and proposes solutions.
- Experience and interest in internal and external communications best practices.
- Proven ability to execute advanced office procedures and practices.
- Ability to complete technical formatting skills for Kukip7, proposals, briefing notes, legal minute taking, program reports or press releases.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Strong ability to execute work with a diversity, equity, and inclusion lens
- Recognizes and respects all cultural diversity and understands local Aboriginal culture, including historical, political and legal issues.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is Open Until Filled**

**Submit Job Application Form, cover letter, resume, and references**

**online: <https://tkemlups.ca/employment/job-application-form/>, by email, [resume@ttes.ca](mailto:resume@ttes.ca)**

**or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.**

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &**

**closed for lunch from 12:00pm to 1:00pm**

**We require each applicant to fill out**

**an online application form which can be found at: <https://tkemlups.ca/employment/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**