



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Posting Type: Internal

Position Title: Administrative Assistant

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: December 16, 2019 at 11:59 p.m.

Tentative Interview Date: December 16-20, 2019

Salary Range: \$36,360-40,400 (based on 35-hour work week) per annum

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 664 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

This position will provide administrative support to both Hiawatha First Nation Chief and Council and Public Works on a priority basis and not necessarily by time when issue is received. This role will assist both Public Works and Council in staying organized, handling administrative tasks such as preparing letters, maintaining databases and filing and taking minutes for Council meetings. The Administrative Assistant must be an extremely organized person with the ability to manage their time effectively. This position will have to work with all departments within the organization and how they relate to the Council and Public Works department and maintain the strictest confidentiality. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report directly to the First Nation Administrator but will be provided with tasks directly from Public Works staff and Hiawatha First Nation Council. This position will have no direct reports.

Main Responsibilities:

- Being the first point of contact for incoming communication (email, mail and in-person) and organizing and disseminating this communication to the appropriate staff or by priority for the Council and Public Works department;
- Organizing internal meetings and preparing required information for Council and Public Works for said meetings;
- Preparing for external meetings by arranging travel details and preparing information required for said meetings;
- Attending all Council meetings and preparing minutes for approval;
- Disseminating minutes and action items from Council meetings as required to the appropriate parties;
- Preparing correspondence, reports, briefing notes and various communications for Council and Public Works when requested;
- Preparing financial requisition forms and disseminate and review financial reporting when required;
- Filing and retrieving documents;
- Promoting the vision, mission and values of Hiawatha First Nation
- Other duties as assigned

Requirements:

- Post-Secondary Diploma in Office Administration or another relevant diploma preferred; and
- Minimum three years of proven and successful related experience as an executive level assistant in an organization of comparable size and scope; preferably in a First Nations setting; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a satisfactory CPIC
- Valid Driver's License preferred

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, email and internet, Sage 300, etc.)
- Excellent liaison and networking skills
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills
- Knowledge of legislation and government agencies an asset
- Exhibits a high degree of initiative and self-direction
- Must be analytical with strong attention to detail
- Proactive problem solver with excellent conflict resolution skills
- Ability to broach difficult situations efficiently, effectively and with tact
- Must be able to meet deadlines in a fast-paced quickly changing environment
- Experience in taking meeting minutes
- Some budget knowledge an asset

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Be an inspirational leader
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Proven ability to work with people of diverse education, cultural and language backgrounds

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 123 Paudash Street Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, HRC
By email:	hr@hiawathafn.ca
By fax:	705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 15 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Internal postings are intended for citizens and current permanent employees of Hiawatha*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*