



Siksika Family Services Corporation Executive Assistant to the CEO and SFSC Board

Permanent Full-Time
Closing Date: OPEN until position is filled.
09/24



GENERAL STATEMENT OF POSITION:

Reporting directly to the Chief Executive Officer (“CEO”) the Executive Assistant is a highly skilled administrative professional who works independently in providing comprehensive administrative supports to both CEO and Siksika Family Services Corporation’s (“SFSC”) Board (“the Board”). The incumbent will work in a fast-paced environment while successfully prioritizing responsibilities in a confidential manner.

REPORTS TO: CEO AND SFSC Board

DUTIES AND RESPONSIBILITIES:

Support to the CEO

- Prepares meeting materials for meetings as assigned by the CEO. Serves as recorder for assigned meetings, taking and transcribing minutes; assuring appropriate and accurate information/actions are recorded and minutes are distributed in a timely manner.
- Obtains updates from meeting attendees for updates prior to follow-up meetings.
- Organizes and maintains electronic and hardcopy files. Organizes and prioritizes SFSC business correspondence. Manages and maintains records of minutes of all meetings.
- Maintains the CEO’s appointment scheduled by planning and scheduling meetings, appointments, conferences, teleconferences and travel. Ensures all applicable meeting attendees are notified, informed and aware of meeting dates.
- Organizes meeting locations and arranges food and travel requirements. Completes and submits expense and mileage claims ensuring accurate accounting of information.
- Coordinates executive communications, including taking calls, responding to emails and communicating with clients as directed.
- Additional tasks requested by CEO.

Support to the board

- Organizes and attends all Board meetings to keep a detailed record of the Board’s actions.
- Announces the next Board meeting, publishes, and distributes the agenda to the Board members. Ensure proper notification is given of meetings as specified in the bylaws.
- Manages all Board meeting logistics including, but not limited to, booking of meeting rooms, technology set-up, arranging travel and pre-ordering meals. Completes and submits expense and mileage claims ensuring accurate accounting of information.
- Serves as a recording secretary for all board and assigned committee meetings and prepares and maintains minutes, bylaws, policies and other public and confidential documents of the Board and its committees in a timely manner.
- Ensures Minutes are made available to all Board members within 14 days after the board meetings recapping events of the last meeting, including votes or decision, including reads the previous Board meeting minutes at each Board meeting and notes any needed corrections.
- Updates SFSC bylaws, maintaining its articles of association along with keeping accurate up to date records of its membership, board minutes, financial reports and other important documents. Ensures they are available upon request by authorized Board members or executive management.



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- With the Communications Officer, drafts the annual report and other Board documents for approval and publication.
- Additional tasks requested by the Board.

EDUCATION AND EXPERIENCE:

- Grade 12 diploma
- Post secondary education preferred in an Administrative Support program.
- 4 years' experience in providing executive level administrative support.
- Previous Board Secretary experience preferred.
- Experience working with Siksika or other First Nation's families and children.
- Expert level computer skills; including Microsoft Word, Excel, Powerpoint, Outlook and Office Teams.
- Possess excellent written and verbal skills.
- Excellent time management skills, while being able to prioritize tasks.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.