



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT

WHITECAP DAKOTA NATION

We are a modern and progressive Nation located 26 km south of Saskatoon, and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation and great benefits. Apply to join our team today and see what the Whitecap Dakota Nation is all about.

POSITION SUMMARY

Executive Assistant supports managers, employees, and office visitors by handling various tasks to ensure all interactions with the organization are positive and productive. Reporting to the Director of Self-Government, the employee will act as the Executive Assistant to the Council of Whitecap Dakota Nation (WDN) and support the self-government (S-G) initiative.

DUTIES AND RESPONSIBILITIES:

The following duties are a summary of the primary responsibilities. The incumbent may not perform all listed duties and may be assigned additional tasks as needed in accordance with the standards of the WDN the employee will:

- Provide consistent and confidential administrative support to the WDN Chief and Council;
- Screen incoming calls, inquiries, visitors, and correspondence and route them accordingly;
- Support and maintain filing systems, record-keeping, and document management;
- Provide administrative support for all events related to each Councilor's unique portfolio
- Support the Western Chiefs' Economic Alliance and other partnerships by arranging external meetings, including:
 - Arrange external meetings as required or directed, including meeting invitations, reservations, organization of materials and IT needs, room set-up & logistics, and sending reminders to invitees as required;
- Assist in coordinating calendars as needed or directed;
- Prepare and distribute correspondence as directed;
- Review and update individual Outlook calendars as needed;
- Correspond with outside agencies and organizations as directed;
- Provide logistical and administrative support for WDN cultural events, including Prayers, Feasts, Pipe Ceremonies, Drum Groups, and others as requested;
- Liaise with WDN Well-being staff and other departments while participating in meetings an being involved in events held in the community;
- Prepare Purchase Orders and cheque Requisitions and provide other financial administrative support as required or directed;
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

- Completion of a university certificate or diploma in business administration or a related field is required.
- A university bachelor's degree is an asset.
- 3-5 year's experience in providing executive-level administrative services.
- Demonstrated ability to use discretion and maintain confidentiality.
- Exceptional knowledge of Microsoft Office suite: Word, Excel, Outlook (scheduling meetings/managing calendars), and PowerPoint.
- Strong knowledge and experience in social media and website administration.
- Excellent verbal and written communication skills with the ability to draft confidential and formal correspondence.
- Experience in providing support services such as making travel arrangements, note-taking, minute-taking, report processing, managing telephone calls, organizing events, and filing.
- Ability to assume responsibility and work independently.
- Knowledge of the Dakota language and culture is an asset.
- Must possess a valid Saskatchewan driver's license.

APPLICATION PROCESS

- The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.
- Submit a cover letter and resume by email to: employment@whitecapdakota.com
- **APPLICATION DEADLINE:** Oct 7, 2024
- **EMPLOYMENT TYPE:** Full-time Permanent Position