

**Teme Augama Anishinabek
Job Description**

Position Chief & Council Executive Assistant

Department Administration

Position Reports To Operations Manager

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Chief & Council Executive Assistant provides high-level administrative and coordination support to Chief & Council and plays a critical role in ensuring the efficient flow of information, documentation, and decision-making processes. The position is responsible for managing meeting processes, maintaining accurate and complete records, coordinating logistics, and supporting the Chief with scheduling, correspondence, and priority tracking. The role ensures that Chief & Council are prepared, informed, and supported in all governance-related activities. This position requires a high level of organization, discretion, and technical proficiency, as well as the ability to manage multiple priorities in a fast-paced and confidential environment. The Executive Assistant is a key point of coordination between leadership, administration, and external partners. The position does not hold decision-making or financial authority and operates in a support and coordination capacity, and all decisions, approvals, and authorizations remain with Chief & Council or designated leadership.

Primary Responsibilities

Meeting and Records Management – 35%

The Executive Assistant is responsible for the full coordination and management of Council and related meetings, including preparing agendas, compiling comprehensive meeting packages, and ensuring all required background materials are accurate and distributed in advance. The role includes recording, transcribing, and finalizing minutes with a high level of accuracy and detail, ensuring that decisions, motions, and action items are clearly documented. The position maintains official records of Council decisions, including tracking motions, resolutions, and follow-up actions, and ensures that all documentation is organized, accessible, and properly archived. The Executive Assistant ensures

consistency, accuracy, and completeness in all records, recognizing the importance of these documents in governance, accountability, and historical reference.

Coordination and Logistics – 25%

The Executive Assistant coordinates all logistics related to meetings, travel, and leadership activities, including managing complex calendars, confirming attendance and quorum, organizing meeting schedules, and ensuring that all logistical arrangements are in place. The role is responsible for coordinating travel for Chief & Council, including developing itineraries, managing bookings, processing reimbursements, and ensuring all required documentation is complete. The position ensures that meeting spaces, technology, and materials are prepared and functioning, and that all participants receive timely and accurate information.

Executive Administrative Support – 20%

The Executive Assistant provides direct support to the Chief by managing calendars, prioritizing and responding to communications, and tracking ongoing priorities and commitments. The role includes drafting correspondence, reports, briefing notes, and Band Council Resolutions, ensuring that all materials are clear, accurate, and aligned with leadership direction. The position monitors deadlines, follows up on outstanding items, and ensures that information flows effectively between Chief & Council and the broader organization. The Executive Assistant supports the preparation and coordination of materials for decision-making but does not make decisions or provide approvals on behalf of leadership.

Communication and Liaison – 10%

The Executive Assistant acts as a central point of contact and liaison between Chief & Council, internal departments, community members, and external partners. The role requires professional communication, sound judgement, and the ability to manage inquiries, prioritize requests, and direct matters appropriately. The position supports the preparation and distribution of notices, updates, and communications, ensuring that information is accurate, timely, and appropriately shared.

Administrative Coordination and Continuous Improvement – 10%

The Executive Assistant supports administrative functions including financial tracking such as credit card reconciliation and travel claims processing. The role maintains filing systems, ensures appropriate records management practices are followed, and supports the ongoing improvement of administrative systems and processes. The position identifies opportunities to improve efficiency, organization, and information management, and contributes to strengthening overall administrative practices within the organization.

Qualifications

Education and Experience

Diploma or certificate in Office Administration, Business Administration, or a related field. Minimum of three (3) to five (5) years of experience providing executive-level administrative support in a fast-paced or governance environment. Demonstrated experience supporting senior leadership, including managing calendars, meetings, and confidential information. Exceptional organizational skills with the ability to manage multiple priorities, deadlines, and competing demands. Strong written and verbal communication skills, with the ability to prepare professional correspondence, reports, and formal documentation. Advanced proficiency in Microsoft Office, including Word, Excel, Outlook, and document management systems, with the ability to manage digital records, meeting packages, and information flow efficiently. Demonstrated ability to work with a high level of accuracy, attention to detail, and accountability in all aspects of work. Ability to exercise sound judgement, maintain strict confidentiality, and manage sensitive information with discretion. Strong problem-solving skills and the ability to anticipate needs and respond proactively. Experience working in or with Indigenous governance, leadership, or community environments is considered an asset. Understanding of Teme Augama Anishinabek values, governance structures, and community protocols is considered an asset.

Certifications, Licences, and Requirements

Satisfactory Criminal Record Check. Ability and willingness to travel as required. Availability to attend evening and weekend meetings and events as required. Commitment to ongoing training and maintaining advanced administrative and technical skills required for the role.

Physical and Sensory Demands

The role involves extended periods of computer use, document preparation, and meeting attendance, requiring sustained concentration and attention to detail. The position requires the ability to manage multiple priorities simultaneously, maintain accuracy under pressure, and meet tight deadlines. The Executive Assistant must be able to remain focused, organized, and responsive in a fast-paced and high-demand environment while supporting leadership needs.

Work Environment

The position is primarily office-based and involves frequent interaction with Chief & Council, staff, community members, and external partners. The role requires a high level of professionalism, discretion, and adaptability, and involves handling confidential and sensitive information on a regular basis. The position may require travel, as well as evening and weekend work to support meetings, events, and leadership activities.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____