



## ***Employment Opportunity***

### ***EXECUTIVE ASSISTANT (TERM)***

The Southern First Nations Network of Care (Southern Network) is recruiting for an Executive Assistant. Reporting to the CEO of the Southern Network, the incumbent provides a high level of direct administrative support and office management to the CEO; with the ability to anticipate needs, think critically and offer solutions to situations as they may arise. The incumbent also works closely with, and provides administrative support to the Board of Directors, often serving as the liaison between the CEO and Board members. This is a (9) month term position.

#### **KEY RESPONSIBILITIES INCLUDE:**

##### **Administrative Support**

- Responsible for maintaining a complex calendar/schedule for CEO, ensuring that meetings, appointments, presentations and other functions are carried out seamlessly.
- Responsible for drafting and/or preparing sensitive correspondence, memos, letters, reports, briefing notes and minutes as requested.
- Responsible for creating and maintaining both a hardcopy and electronic filing system.
- Responsible for maintaining and updating Network Operational Plans, Network & Agency Strategic Service Plans, ensuring deadlines are met.
- Responsible for tracking ongoing projects.
- Assists in planning internal Network functions, activities and events.
- Provides administrative support to the Board, including maintaining and recording minutes /motions.
- Ensures a high level of integrity is maintained by practicing discretion and confidentiality with regards to highly sensitive materials.
- Faxing/photocopying.

##### **Coordinates Meetings**

- Coordinates and sets up meetings for CEO, Senior Management, Board of Directors, Agency Relations, Standing Committee & CEO Table and other meetings as requested by the CEO.
- Responsible for disseminating pertinent information to appropriate individuals prior to and following meetings, ensuring any follow-up is completed.
- Prepares materials including agendas and other documents for meetings and presentations.
- Records and maintains minutes / motions of meetings as required.
- Makes travel arrangements for CEO and Board as required.
- Makes lunch arrangements as required.

##### **Screening and Responding to emails, phone calls and mail**

- Receives and screens visitors and telephone calls and emails.
- Assists with questions and problems courteously and promptly.
- Receives incoming mail, reviews, evaluates and distributes correspondence requiring priority attention.



- Obtains and conveys information as needed.

### **General Bookkeeping**

- Tracks, reconciles and ensures CEO expense reports and other statements are submitted in a timely fashion.
- Arranges accommodation, flights and other rentals necessary for CEO travel.
- Prepares and processes honorarium requisitions and expense reports for Board.
- Completes purchase orders where necessary.

### **Board of Directors**

- Provides administrative support to the Board.
- Coordinates meetings, including contacting and confirming attendees ensuring quorum is met.
- Attends and records minutes and motions at all Board meetings.
- Maintains a Minute/Motion Book of all Board meetings.

Your cover letter will explain your level of typing speed and experience with the Indigenous community. Your resume must clearly indicate how you meet the qualifications.

A clear Criminal Record Check (with Vulnerable Sector Query), Child Abuse Registry and a Prior Contact Check is mandatory and must be submitted with your application.

*A valid driver's license is required.*

All remuneration is commensurate with the provincial pay scales.

**This is an "Urgent Hiring" posting with a deadline of Friday, December 27 2019**

Please submit your resume with cover letter to:

Cindy Myran, Human Resource Assistant  
Southern First Nations Network of Care  
200-200 Alpine Way  
Headingley, Manitoba R4H 0B7  
PH: (204)783-9190  
Fax: (204)783-7996  
Toll Free: 1-800-665-5762  
Email: cindy.myran@southernnetwork.org

***We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter.***