



# EMPLOYMENT OPPORTUNITY

## ADMINISTRATIVE & SCHEDULING ASSISTANT

**Full-time, permanent position  
(Ottawa, open to remote work within Canada)  
Deadline for applications: February 27, 2023 (or until filled)**

### **About FNIGC**

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

The FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

The FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, hybrid work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

### **About the Role**

Reporting to the Senior Executive Assistant, the Administrative and Scheduling Assistant provides administrative support to the executive office, and acts as backup during Senior Executive Assistant absences. The position provides assistance in the overall administrative management of the executive office.

### **Primary Duties and Responsibilities**

1. Handles inquiries on behalf of the Chief Executive Officer (CEO)
2. Maintains and schedules meetings for the CEO
3. Uses judgement and knowledge of organizational issues, priorities, and relationships to respond to requests for meetings with the CEO
4. Schedules recurring meetings between the CEO and other staff
5. Prepares for meeting commitments of the CEO as required, ensuring research and background materials are available as required – may require soliciting background materials from colleagues
6. Assists the CEO by maintaining a bring-forward system and follow-ups

7. Opens, sorts, prioritizes, and files correspondence and materials for the CEO—may research and follow up on topics and issues
8. Assists with and provides support for meetings (logistics, planning, travel, accommodations, ensuring equipment is functional, assembling information kits, photocopying and collating information, etc.) for the executive office, Board of Directors, and Members
9. Verifies and prepares expense claims, and prepares cheque requisitions and purchase orders for the executive office
10. Schedules meetings by arranging boardrooms, reserving equipment for online meetings, preparing agendas and support materials, and distributes minutes; may attend internal meetings and take notes
11. Makes travel arrangements (transportation, accommodation, car rentals, etc.) and assists with expense claim preparation for the executive office
12. Provides administrative support to the CEO and executive office staff (data entry, scheduling, etc.)
13. Secures and works with service providers (booking services, obtaining estimates, etc.)
14. Orders and keeps track of office supplies for the executive office
15. Organizes and maintains orderly digital and paper records, including file tagging
16. Assists the Senior Executive Assistant with tasks as directed (document preparation, planning, etc.)
17. Formats documents such as correspondence, reports, minutes, and presentations for the executive office – may include drafting and editing
18. Helps manage confidential documentation relating to the executive office, the Board, and Members

Occasionally assists other departments with general administrative support if required, and performs other duties as assigned

#### **Job Requirements**

1. Knowledge and understanding of issues facing First Nations locally, regionally, and nationally is required
2. Excellent English verbal and written communications skills, including demonstrated ability to write precisely and concisely
3. Strong organizational and time management skills, ability to meet timelines
4. Discretion and confidentiality
5. Strong interpersonal skills with an approachable manner
6. Strong work ethic and a high degree of accuracy and attention to detail, with demonstrated ability to follow established processes
7. Ability to take initiative, be self motivated, and use independent judgement to respond appropriately
8. Ability to work both independently and as part of a team
9. Good judgment and analytical skills
10. Capacity to learn and adapt to change
11. Advanced knowledge of Microsoft Office suite including Word, Excel, and Outlook, particularly calendar management and establishing recurring tasks/reminders
12. First Nations lived experience is a strong asset
13. Experience working with First Nation organizations and communities is an asset
14. Knowledge of SharePoint and PowerPoint is an asset
15. Notetaking experience is an asset
16. Basic knowledge of financial processes for preparation of expense claims and similar would be an asset
17. Bilingualism (English and French) is an asset

**Experience and Education**

1. College diploma in business administration or equivalent
2. A minimum of three years' experience as an Administrative Assistant or an equivalent combination of education and experience

**Application Information**

We invite qualified candidates to send their résumé and cover letter telling us why they think they would be a great addition to the FNIGC team to [recruitment@fnigc.ca](mailto:recruitment@fnigc.ca) by February 27, 2023, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. The FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.