



Snuneymuxw

First Nation

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SNUNEYMUXW FIRST NATION JOB POSTING Governance Administration Clerk

Responsibilities:

- Reporting to the Administrative Coordinator, this position provides administrative, secretarial and clerical Support to the Council
- Prepares/reviews and finalizes contributions to the SFN newsletter related to community updates from Chief and Council
- Maintains/coordinates the maintenance of electronic and paper filing system related to BCR's, agendas, briefing notes and minutes related to Chief and Council and committee meetings;
- Provides administrative support to the Council members for all correspondence related to Chief and Council meetings and events
- Prepares all meeting packages for all Chief and Council and Committee meetings
- Liaisons with external agencies to coordinate meetings with Chief and Council as required
- Tracks and monitors Council members attendance and submits necessary expense forms
- Coordinates Council travel for approved meetings
- Coordinates with and amongst council for scheduling of all Chief and Council & Committee meetings
- Prepares all meeting minutes for all Chief and Council and committee meetings
- Works in collaboration with staff from various departments

Education and Qualification requirements:

- Certificate or diploma in office/business administration, or equivalent in experience and relevant course work

Key Competencies:

- Ability to create documents using Microsoft Word and Excel
- Ability to multi task in a busy office
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events
- Ability to take minutes of meetings
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to serve the public and business associates with a positive helpful attitude and maintain a professional manner.

Please submit your current resume and cover letter, including 2 references to Tara White, Executive Assistant or email to: taraw@snuneymuxw.ca

Snuneymuxw First Nation
668 Centre Street, Nanaimo, BC, V9R 4Z4
Fax: 250-753-3492

Deadline Date: Resumes will be accepted until **4:00pm Friday April 8, 2016**