



# Métis Settlements General Council



## Executive Assistant

### MATERNITY LEAVE EMPLOYMENT POSTING

**REPORTS TO:** MSGC Chief Administrative Officer

**DATE POSTED:** May 19<sup>th</sup>, 2022

**CLOSING DATE:** May 31<sup>st</sup>, 2022

**STARTING SALARY:** Based on experience

The Executive Assistant reports to the Chief Administrative Officer (CAO) and is responsible for managing the schedules of the two elected Executive Officers and the CAO. Ensuring that the administrative needs of the two elected Executive Officers and the CAO are met, recording the official minutes of all Assembly meetings, Board of Director Meetings and Executive Team Meetings, and any meetings held by the Executive as required, and communicating the minutes, action items and results of the various meetings to the relevant parties.

#### Duties:

- Coordinate schedules for the Executive Officers and CAO and ensure that they have the materials and information required to attend external and internal meetings, conferences, Assemblies, and public appearances;
- Coordinate Executive Officer meeting agendas and ensure timely production of meeting materials for the Executive Officers and CAO with internal and external organizations;
- Update and synchronize Executive Officer and CAO calendars;
- Coordinate Executive Officer and CAO travel;
- Draft correspondence for Executive Officer signature as required;
- Prepare notices for all Executive level meetings;
- Record minutes for approval by the Executive for all General Council Assembly meetings, Executive meetings, Board meetings, and Settlement Sooniyaw Corporation meetings - (draft, correct, execute, scan, file);
- Assist Executive Officers and CAO with general administrative support as required;
- Assist in the coordination of all MSGC events;
- Assist Receptionist in preparing all meeting packages.
- Review and prioritize CAO and Executive Officers' emails as requested;
- Facilitate all AV needs/troubleshooting as required for each meeting, with third party support;
- Facilitate all IT needs/troubleshooting as required for each meeting;
- Prepare virtual attendance meetings details and tasks as needed for all meetings. Work closely with our IT group to ensure all virtual accommodation is being handled in a timely manner;
- Work with Reception to prepare boardrooms as required for all meetings (tables/chairs set up as per the direction of the Executive, microphone set ups);
- Coordinate meal service with reception at the request of the Executive and/or CAO;
- Provide administrative support as required by Settlement Councils for Assemblies and committee/board meetings on meeting days (virtual as well as in person);
- Communication, as required, with external meeting organizers;
- Provide administrative support to the Finance Department as requested;
- Work with Reception to order supplies and other materials as required;
- Perform any other duties as assigned by the Chief Administrative Officer; and
- Adhere to all General Council Policies and Personnel Manual.
- Coverage for the Receptionist in their absence.
- Greet all visitors in a pleasant manner.

These duties are subject to change as required.

#### Qualifications:

- Progressive experience in any of the following roles: Administrative, Personal or Executive Assistant;
- Intermediate to advanced Microsoft Suite Operations and Microsoft Teams experience;
- Strong experience in recording and dissemination of meeting minutes is a definite asset;
- Experience drafting letters for a variety of recipients including government officials;
- Experience using various scheduling software;
- Meeting planning and agenda development experience;
- Fluent written and spoken English with the confidence to record and document official records;
- General office hardware use including photocopiers, fax machines, and file management;
- Post-Secondary education in Administrative Services, Grade 12 diploma or GED minimum requirement;
- Knowledge of the Metis Settlements of Alberta, *Metis Settlements Act* and governance structure considered an asset.
- Strong interpersonal skills and willingness to be part of a team are required.
- Willingness to take additional training as required.

This is a temporary position filling the role during a Maternity Leave with a specific end date of December 16, 2022.

Please submit your cover letter and resume electronically to

**Linda Lewis Chief Administrative Officer**

**Email :** [cao@msgc.ca](mailto:cao@msgc.ca)

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