



TREATY
EDUCATION ALLIANCE

EMPLOYMENT OPPORTUNITY

TITLE: Administrative Assistant
LOCATION: Pheasant Rump Nakota Nation
TERM: Contract position

OVERVIEW:

The Treaty Education Alliance is seeking an Administrative Assistant to assist our elders on the Pheasant Rump Nakota Nation.

The role of the Administrative Assistant is to ensure the elders of the Nation receive high-quality support and assistance in the carrying out of their roles with the Treaty Education Alliance.

Pheasant Rump Nakota Nation is located approximately 190 km southeast of Fort Qu'Appelle, Saskatchewan.

Location: Pheasant Rump Nakota Nation

QUALIFICATIONS:

- Post-Secondary education in Office Administration or Education
- 1-2 years of experience in an office setting
- Proficient in MS Office 365 and experience in other programs would be an asset

DUTIES & RESPONSIBILITIES:

- Support the Elders Advisory Council generally
- Support specifically two (2) Elder(s) assigned
- Must reside within 100 km of one (1) assigned Elder
- Create weekly/daily schedules and work plans with the team
- Check in with the Elder(s) regularly, as planned in the weekly schedules
- Coordinate, organize and schedule meetings, workshops and sessions for the Elders, including providing documents, materials and calendar confirmations, etc.
- Participate in training sessions as requested
- Support the Elder(s) with use of technology, provide mini training as needed
- Help with ceremonies and protocols, follow all protocols of the Elders
- Support communications, taking notes, delivering posters, help with emails etc
- Attend meetings with other TEA Elders' Assistants, Technical Team(s) as required
- Support community engagement initiative of TEA as required
- Support TEAs RIRSD Table as required
- Attendance at all meetings for which attendance is requested is expected, including virtual (MS Teams/Zoom) meetings.

- Have basic working knowledge / functionality of TEAs various software in use, namely MS Teams, MS Word, MS Outlook, and including Zoom and Adobe (Acrobat Reader)
- Other duties as required

COMPENSATION AND BENEFITS:

- Competitive and commensurate with education and experience

Forward your resume and cover letter in confidence to:

Attention: Director of Human Resources

Re: "Administrative Assistant"

avincent@educationalliance.ca

Closing Date: This position will remain open until filled.

Respectfully, only those selected for an interview will be contacted.

