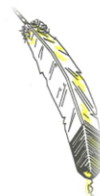




JOB OPPORTUNITY



Box 550 Whitewood, SK S0G 5C0 (phone) 306.696.2425 (fax) 306.696.2426

CHIEF & COUNCIL

Ochapowace Nation – Job Posting

Selection Process: 26-07-C&C-ExecAsst-TERM

Position: Title: Executive Assistant- Office of Chief and Council

Status: Term (Full-Time)

JOB SUMMARY:

Ochapowace Nation is accepting all applications for a **term employment opportunity** as the Executive Assistant to Chief and Council. This role ensures that administrative processes, executive priorities, strategic initiatives, reporting requirements, and organizational commitments are carried out in a timely, organized, professional, and confidential manner while supporting the implementation of the Nation's strategic direction and operational objectives. The Executive Assistant plays a critical role in supporting accountability, communication, organizational effectiveness, and service excellence throughout the Nation while ensuring that all work is carried out in a respectful, professional, and culturally grounded manner.

DUTIES AND RESPONSIBILITIES

- Strong knowledge of executive administration and office management practices. organizational governance, administration, and reporting processes.
- Knowledge of records management, information governance, and privacy requirements. Project management principles and organizational planning processes.
- Knowledge of financial administration, budgeting, and administrative controls.
- Knowledge of human resource administration and organizational operations.
- Knowledge of First Nation governance structures, Indigenous organizations, and community-based service delivery is considered an asset. Understanding of nehiyaw values, culture, traditions, and protocols is considered an asset.
- Understanding of OCAP® principles, confidentiality requirements, and records management standards.
- Exceptional organizational and time management skills. Strong leadership and supervisory abilities.
- Excellent written, verbal, and interpersonal communication skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Ability to prepare professional correspondence, briefing notes, reports, and presentations.
- Ability to coordinate multiple projects, priorities, deadlines, and competing demands simultaneously.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Ability to work independently with minimal supervision.
- Ability to build and maintain positive working relationships with a diverse range of stakeholders.
- Advanced proficiency in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint, Teams, and related software

SKILLS, QUALIFICATIONS AND COMPETENCIES

- Diploma or Degree in Business Administration, Public Administration, Office Administration, Executive Administration, Governance Administration, Communications, Project Management, or a related field.
- Minimum five (5) years of progressively responsible administrative experience.
- Minimum three (3) years of experience providing executive-level support to senior leadership.
- Demonstrated experience coordinating complex schedules, meetings, projects, and organizational initiatives.
- Demonstrated experience supervising and providing leadership to administrative support staff.
- Experience working in a First Nation, Indigenous organization, government, public sector, or politically sensitive environment is considered an asset.
- Experience supporting strategic planning, governance processes, project management, or organizational development initiatives is considered an asset.

CONDITIONS OF EMPLOYMENT

- Valid Class 5 Driver's License with a satisfactory Driver's Abstract and access to reliable insured transportation.
- Criminal Record Check with Vulnerable Sector Search satisfactory to the Nation.
- Must successfully complete drug and alcohol testing in accordance with Nation policy.
- Must adhere to all kakisiwew-ochapowace Nation workplace policies and procedures for the duration of employment
- Must maintain a high standard of professionalism, ethics, and conduct both within and outside the workplace.
- Continued employment is conditional upon maintaining all required qualifications, certifications, and conditions of employment

Selection Process: Candidates will be selected for this position based on their skill, ability, experience and qualifications as identified in the resume. *Only those selected for interviews will be contacted. Preference will be given to Ochapowace Nation Members.*

Application Deadline: 4:30pm FRIDAY AUGUST 7TH, 2026

Please send your resume and cover letter, with three (3) global references to:

staffing.hr@ochapowace.ca