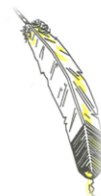




JOB OPPORTUNITY



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

CHEIF & COUNCIL

Ochapowace Nation – Job Posting

Selection Process: 26-08-C&C-ExecAsst-TERM

Position: Executive Assistant to the Chief and Council

Status: TERM/FULL-TIME

JOB SUMMARY: Ochapowace Nation is accepting all applications for a term employment as the Executive Assistant to Chief and Council. This position is subject to change in terms of status and may lead to a longer term. 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 Licence 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: OPEN UNTIL POSITION IS FILLED

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

HR.staffing@ochapowace.ca