EMPLOYMENT OPPORTUNITY

DEPARTMENT: ADMINISTRATION

JOB TITLE: ASSISTANT COUNCIL SECRETARY

We are looking to fill this important role for Assistant Council Secretary. The primary responsibility of the Assistant Council Secretary will be to provide administrative assistance to the Council Secretary.

The Assistant Council Secretary position requires excellent grammatical and spelling skills as well as the ability to prioritize and work under pressure to meet deadlines. Exceptional interpersonal skills including the ability to exercise discretion and judgment when handling confidential information is also required.

The OKIB offers a welcoming team environment and a rewarding job experience.

PLEASE SEE COMPLETE JOB DESCRIPTION BELOW

Hours of work: 25 hours per week

Start date: August 2020

Deadline for Applications: July 24, 2020

Please send resume, cover letter and references in any one of three ways:

Email: humanresources@okanagan.org
Fax: (250) 542-4990
Mail: 12420 Westside Road, Vernon, BC V1H 2A4

A Criminal Record Check (including Vulnerability Sector), and 3 References are required.
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PURPOSE AND KEY FOCUS
The Assistant Council Secretary is responsible for providing back-up support to the Council Secretary. It may include: preparation of council packages, travel arrangements, booking meeting facility space and catering.

JOB SUMMARY
The primary responsibility of the Assistant Council Secretary will be to provide administrative assistance to the Council Secretary. The Assistant Council Secretary handles facility rental bookings, table and chair setup and ordering catered meals. They assist in the planning, communication and preparation of meetings and conferences, providing support for the creation of agendas and kits, coordinating guest speakers and conference telephone calls. The Assistant Council Secretary is highly organized and has the ability to manage and track multiple files.

REPORTING STRUCTURE
Reports to the Council Secretary

JOB DUTIES AND RESPONSIBILITIES

- Transcribe meeting minutes and recording of meetings, when needed
- Assist in the planning, communication and preparation of meetings and conferences, providing support for the creation of agendas and kits,
- Facility rental bookings, setup of tables and chairs, catered meals, coordinating guest speakers and conference telephone calls
- Maintain general filing system including filing all correspondence
- Research relevant information for Briefing Notes to assist Chief and Council and Directors in making informed decisions
- Attends staff meetings when required
- All persons employed by the Okanagan Indian Band may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties
- Manage travel arrangements for Council when required
- Digitization of historic Council Meeting Records, including minutes and band council resolutions
- Participates in community events as requested
- Attend Council Meetings as required
- Performs all duties and responsibilities in accordance with the OKIB policies and procedures
- Perform other duties as required
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QUALIFICATIONS

Education
- Post-secondary education as it relates to the role is preferred
- An equivalent combination of education and experience may be considered
- Valid BC Driver’s licence, Class 5 and reliable vehicle

Experience
- Transcription
- Booking travel
- Office administrative support
- Data management
- Advanced knowledge of the Microsoft Office Suite
- Experience working with confidential information
- Event planning
- Experience working with First Nations communities

Competencies (KSAs & Desired Attributes)
- Understanding of the Indian Act legislation
- Type 65 words per minute
- Proofreading, spelling, grammar and punctuation skills
- Superior concentration for long periods of time while paying careful attention to detail
- Demonstrated planning and organizational skills
- Ability to manage several priorities at once
- Research skills
- Excellent memory and strong ability to recall information
- Exceptional interpersonal verbal and written communication skills
- Ability to work with frequent interruptions and with changing priorities
- Ability to work collaboratively in a team environment
- Ability to exercise sound judgement and diplomacy
- Self-motivated and engaged with a strong attention to detail
- Ability to engage with varied personalities and adapt approach accordingly (approachable, adaptable, confident, engaging, credible)
- Ability to maintain confidentiality
- Commissioner of Oath or willing obtain
- Proven communications skills utilizing the Internet and social media
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WORKING CONDITIONS

Physical Demands
The Assistant Council Secretary will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. They may also have to do some light lifting from time to time. This position may demand travel if needed for extended periods.

Environmental Conditions
The Assistant Council Secretary may have to manage a number of projects at one time. They may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands
Sensory demands include use of the computer and exposure to fluorescent lights, which may cause eyestrain and headaches.

Mental Demands
The Assistant Council Secretary will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

DIRECT REPORTS
None

CLASSIFICATION/PAY SCALE
Commensurate with qualifications and experience

Preference may be given to those having knowledge of the Okanagan culture and traditions