



EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE & SCHEDULING ASSISTANT

**Full-time, Permanent position
(Ottawa, open to Hybrid work)
Deadline for applications: October 30, 2022 (or until filled)**

About FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, hybrid work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

About the Role

Reporting to the Senior Executive Assistant, the Administrative and Scheduling Assistant provides administrative support for the executive office.

Primary Duties and Responsibilities

A. Executive Office (70%)

- Handles inquiries on behalf of the CEO
- Assist with and provide support for meetings (logistics, planning, travel, accommodations, ensuring equipment is functional, etc.) for the executive office, Board of Directors, and Members
- Process expense reports and purchase requisitions for the executive office
- Uses judgement and knowledge of organizational issues, priorities, and relationships to respond to requests for meetings with the CEO

- i. Scheduling for the CEO and the Board of Directors
 - ii. Schedules recurring meetings with staff – bi-weekly one-on-one check-ins with senior management team; monthly with the senior management team; bi-weekly management team meetings; quarterly staff meetings
 - iii. Coordinates meetings by arranging boardrooms, preparing agendas and support materials, and prepares and distributes minutes. May attend management meetings and take minutes or notes.
- Assists the CEO by maintaining a bring-forward system and follow-ups
 - Arrange travel (hotel and accommodation) and assists with expense claim preparation for the executive office team
 - Administrative support to the CEO and executive office staff (data entry, expense claim preparation, scheduling, etc.)
 - Formatting documents
 - Filing – digital and paper records
 - Assist Senior Executive Assistant with tasks as directed (document preparation, planning, etc.)
 - Prepares for all meeting commitments of the CEO, ensuring all research and background materials are made available as required. This may require soliciting background materials from FNIGC staff.
 - Ensures travel and accommodation arrangements for the CEO are made and expense accounts are prepared and submitted in an accurate and timely manner
 - Reviews incoming and outgoing correspondence and materials directed to the CEO and brings significant items to their attention. May research and follow up on incoming issues and concerns.
 - Formats correspondence, reports, presentations for the CEO, may include editing
 - Helps manage confidential documentation relating to the executive office
 - Acts as backup during Senior Executive Assistant absences

B. Reception and General Administration (30%)

- Meet and greet all visitors to the office
- Answer and redirect calls as required, oversee the telephone system
- Receive and redirect mail and courier deliveries, create shipments for courier or mail
- Monitor the meeting room bookings and resolve conflicts
- Monitor shared work environment so that it is an orderly, clean, and efficient
- Keep inventory of office supplies and place orders when needed
- Check photocopy room (check ink levels, paper levels, postage meter, change shredder bag when full, contact suppliers when repairs/maintenance/supplies are required)
- Input meetings into the shared calendar when requested
- Maintain/organize common spaces (reception, large boardroom, small boardroom, small kitchen, large kitchen, storage rooms), including ensuring tissue/sanitizer is available in all common areas and that kitchens have supplies (coffee and related products, paper towels, etc.)
- Updates common files (staff list, phone message script, etc.) and adds office closures to shared calendar
- Occasional notetaking may be required
- Assist with other departments with general administrative support, as required.

Job Requirements

1. Knowledge and understanding of issues facing First Nations locally, regionally, and nationally is required
2. Excellent English verbal and written communications skills, including demonstrated ability to write precisely and concisely
3. Strong organizational and time management skills, ability to meet timelines
4. Discretion and confidentiality
5. Strong interpersonal skills with an approachable manner

6. Strong work ethic and a high degree of accuracy and attention to detail, with demonstrated ability to follow established processes
7. Ability to take initiative, be self motivated, and use independent judgement to respond appropriately
8. Ability to work both independently and as part of a team
9. Good judgment and analytical skills
10. Capacity to learn and adapt to change
11. Advanced knowledge of Microsoft Office suite including Word, Excel, and Outlook, particularly calendar management and establishing recurring tasks/reminders
12. First Nations lived experience is a strong asset
13. Experience working with First Nation organizations and communities is an asset
14. Knowledge of SharePoint and PowerPoint is an asset
15. Notetaking experience is an asset
16. Basic knowledge of financial processes for preparation of expense claims and similar would be an asset
17. Bilingualism (English and French) is an asset

Experience and Education

1. College diploma in business administration or equivalent
2. A minimum of three years' experience as an Administrative Assistant or an equivalent combination of education and experience

Application Information

We invite qualified candidates to send their *résumé* and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by October 30, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.