



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Executive Assistant to the Kúkpi7 (Chief)
DEPARTMENT: Corporate
SUPERVISOR: Kúkpi7 / Administration Manager
TERMS: Full-Time, Permanent
REFERENCE #: 2023-078 (REPOST)

PURPOSE OF POSITION:

The Executive Assistant to Kúkpi7 is a confidential support and is responsible for performing a variety of essential administrative and executive duties and is the first line of contact for Kúkpi7. This position must ensure that the management of communication, records and filing support is achieved daily for the Kúkpi7, among other aspects, to ensure the successful management of the Public Relations, External Affairs, Legal, Title and Rights (T&R) Portfolio for TteS.

DUTIES AND RESPONSIBILITIES:

- **Provides comprehensive professional administrative, technical, and confidential support to Kúkpi7 in accordance with the approved procedures, policies, budgets, and guidelines. (95%)**
 - Maintains confidentiality on all matters relating to the affairs of the Kúkpi7 and TteS.
 - Prioritizes inquiries and requests, while troubleshooting conflicts and making recommendations to ensure smooth day-to-day engagements.
 - Provides sophisticated calendar management and daily schedule of meetings for Kúkpi7, with the necessary background materials and speaking notes.
 - Works closely with Kúkpi7 to keep her well informed of upcoming commitments and responsibilities with appropriate follow-up.
 - Regularly reviews and prioritizes incoming e-mails and external requests, brings high level requests to the attention of the Kúkpi7.
 - Provides generic responses to emails.
 - Follows and completes templated Action Sheet for all correspondence.
 - Maintains open internal communications with the TteS Council, Admin and Executive Teams.
 - Coordinates meetings and events as needed.
 - Attending meetings and events where requested.
 - Follows up with contacts and proposed events/meetings made by Kúkpi7 to assist with ongoing relationship building.

- Collates and distributes materials, and ensures agendas are prepared and administered in a timely manner for the Kúkpi7 and Legal.
- Research and drafts documentations and presentations as required.
- Complete a broad variety of administrative tasks that facilitate Kukpi7's ability to effectively lead and participate in multiple Indigenous organizations, that include, but are not limited to:
 - Tk'emlúps te Secwépemc
 - Le Estcwicwéy
 - Assembly of First Nations and BC Assembly of First Nations
 - Shuswap Nation Tribal Council
 - Union of BC Indian Chiefs
 - Stk'emlúpssemc te Secwepemc
 - Qwelmínte te Secwepemc
 - City of Kamloops
 - Provincial Ministers
 - Governor General
- Arranges detailed travel plans as necessary, including agendas and itineraries, and compiles documents for travel-related meetings.
- Ensures that the appointed Acting Kukpi7 has all information necessary to carry out any required duties when Kukpi7 is on approved leave as scheduled.
- Completes photocopying, faxing, couriering, mailing and electronic filing system as requested.
- Tracks vacations, incidental absences, and sick leaves into calendar as needed.
- Tracks the Kúkpi7 budgets with respect to the credit card inventory and travel accounts etc.
- Assists with all public and media relations, social media publications & inquiries.
- Produces purchase orders and payment requests as and when required.
- Implements and maintains an efficient physical and email or virtual filing system using standardized filing methods and procedure and coordinates and organizes records as required.
- Works with other administrative staff providing support where necessary.
- Maintains the highest level of professionalism and commitment in supporting the Kukpi7.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- **All Other related duties as assigned. (5%)**

Professional Certification, Education and Experience:

- Certificate or Diploma in Office Administration.
- 3-5 years direct Executive Assistant support or Legal Assistant experience or an equivalent combination of education and/or training.
- Experience/training in keyboarding, word processing, spreadsheets, the Internet, databases and other standard computer applications, media channels and upkeep.
- Successful completion of a criminal record check is required.

Skills and Abilities:

- Expert level written and verbal communication skills.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly while maintaining excellent attention to detail.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
- Manage one's own workload effectively, efficiently, and independently, achieving results within acceptable time frames, taking into consideration changing priorities and job duties.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and agencies and a diverse range of community leaders.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities, anticipates needs, and proposes solutions.
- Experience and interest in internal and external communications best practices.
- Proven ability to execute advanced office procedures and practices.
- Ability to complete technical formatting skills, proposals, briefing notes, legal minute taking, program reports or press releases.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Recognizes and respects all cultural diversity and understands local Aboriginal culture, including historical, political, and legal issues.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: As per the TteS Wage Grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is October 19, 2023 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.