



## The Organization

The Atlantic First Nations Water Authority (AFNWA) represents progress, innovation, and a long-term solution for water and wastewater issues that affect Atlantic First Nations communities. Incorporated on July 18, 2018 as a non-profit organization under the Canada Not-for-profit Corporations Act, the AFNWA is a ground-breaking First Nation owned organization that will provide water and wastewater services to participating communities. This approach will ensure a culturally appropriate, service oriented, and technically strong First Nations water utility which will own, operate, and maintain water and wastewater systems on their reserves.

As of April 2020, fifteen (15) First Nations communities have confirmed their commitment to the AFNWA by signing Band Council Resolutions (BCRs) indicating their desire to formally participate. These communities, located within Nova Scotia, New Brunswick and Prince Edward Island represent 61% of the total Atlantic First Nations by population. An additional seven (7) Atlantic First Nations communities have declared their interest, with others in the region being potential candidates. Using a scalable delivery model, the AFNWA governance and organizational structure shows promise for a model which can be utilized by other First Nation communities across Canada.

The management structure of the AFNWA is aligned to deliver full water and wastewater services for First Nation communities with a central main office and decentralized approach to operations. This model reflects current best practice for service delivery to First Nation communities in Canada. It incorporates a hub and spoke approach to operations for optimal service delivery and to foster a deeper relationship with the communities served by the utility.



## **ATLANTIC FIRST NATIONS WATER AUTHORITY (AFNWA)**

### **POSITION DESCRIPTION**

The Atlantic First Nations Water Authority (AFNWA) is a water and wastewater utility incorporated under the Canada Not-for-Profit Corporations Act. The AFNWA is owned by First Nations located in NB, NS, and PEI with its head office in Millbrook, NS. The AFNWA will employ approximately 40 full-time staff members located throughout the Atlantic provinces.

**POSITION:** Administrative Assistant

**DEPARTMENT:** Corporate Services, Operations

**PRIMARY FUNCTION:** Provides senior administrative and clerical support to the Department Managers and Office of the CEO.

You will be responsible for your personal safety and that of your co-workers by observing all Occupational Health and Safety Rules and Regulations and AFNWA's Occupational Health and Safety Program Manual.

### **DUTIES AND RESPONSIBILITIES:**

1. Provides administrative and senior clerical support to assist the CEO and Managers to carry out their functions applying effective time management and task follow-up.
2. Prepares correspondence and reports from written or verbal instructions, handwritten notes or via dictation. Frequently prepares correspondence that is self-composed.
3. Schedules appointments, books boardroom space and equipment, compiles agenda items and background information, records and prepares meeting minutes. Updates Departmental reference manuals/binders and files.
4. Answers, screens, and responds to phone calls coming to the CEO/Manager, log complaints and makes referrals within the Department, other utility staff and other

Administrative Assistant  
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- agencies as required. Brings high profile issues, serious complaints, and other matters of priority to the attention of the CEO/Manager.
5. Manages departmental incoming and outgoing mail and ensures follow-up on outstanding items. Processes and approves, within established limits, invoices for departmental supplies and services.
  6. Updates and maintains Departmental filing system.
  7. Compiles data for annual (Departmental) budget and performs other budget related analysis. Keeps accurate up-to-date records and ensures payment processes are followed in an accurate and timely manner.
  8. Serves as a backup for other Administrative Assistants.
  9. Serves as a resource person for AFNWA Board members and general public seeking information.
  10. Compiles statistics and other utility information. Prepares Departmental and Organizational reports, newsletters, and presentations.
  11. Prepares tender documents, advertisements, and progress claims in support of contract administration.
  12. Responsible for special assignments and other related duties as assigned.

#### **REPORTING RELATIONSHIP:**

**Reports To:** Departmental Manager

**Supervises:** N/A

#### **MINIMUM QUALIFICATIONS:**

**Education**                      Grade 12 plus completion of a one year business program.

**Experience**                      Minimum five years of related experience in an administrative support role, preferably with a First Nation organization or agency.

#### **Other Knowledge, Skills and Abilities:**

1. Proficiency in typing (speed and accuracy) 60 wpm.
2. Demonstrated knowledge of and proficiency in utilizing personal computers with emphasis on word processing, spreadsheet applications, and PowerPoint presentations in a Windows environment.
3. Knowledge of office systems, procedures, and file/records management.
4. Demonstrated effective interpersonal and customer relations skills.
5. Demonstrated ability to work effectively with others, as well as independently.
6. Demonstrated ability to produce accurate information.
7. Excellent communication (written and verbal) skills.

8. Excellent organizational and problem-solving skills.
9. High degree of professionalism and confidentiality.
10. Strong knowledge of and appreciation for Indigenous Communities and Culture and how they relate to the workplace.

**CLOSING DATE:** Wednesday, May 5, 2021

**APPLICATION INSTRUCTIONS:**

Kindly forward all inquiries and applications to [HR@AFNWA.CA](mailto:HR@AFNWA.CA). Application documents will only be accepted in .PDF or .DOC format. The applicant will receive an email confirming that the application has been received and all attachments are accessible. Successful candidates will be contacted on or before May 7, 2021 for next steps.