



Assembly of First Nations

Office of the Newfoundland Regional Chief Assembly of First Nations

Employment Opportunity

The office of the Newfoundland Regional Chief is accepting applications for the position of Executive Assistant

Job Title: Executive Assistant

Location: This position will be located at the Office of the Regional Chief at Suite 302, 4 Herald Avenue, Corner Brook, Newfoundland.

Rate of Pay: Compensation will be based on education and experience.

Job Description: The Executive Assistant provides executive support, takes direction from and reports to the Regional Chief. The Executive Assistant works closely with the Regional Chief to keep them well informed of upcoming commitments and responsibilities. Duties include but are not limited to arranging travel, online meetings, and teleconferences.

Responsibilities: Meeting minute-taking, scheduling appointments and drafting internal and external communications as required. The Executive Assistant oversees the daily administration of the Office of the Regional Chief by overseeing a broad range of administrative tasks.

The Executive Assistant will assist with managing positive relationships with the public, community organizations, Chiefs and Councils, the Assembly of First Nations, Governments, at all levels and other contacts related to the duties and initiatives of the Office of Regional Chief.

Other duties include assisting with the planning of regional meetings, Committees, Working Groups and intergovernmental meetings and functions. This includes participating in political and community events as required.

The Executive Assistant complies with Assembly of First Nations and Regional Office policies and procedures, including the Office of the Regional Chief Code of Conduct and Ethics.

Qualifications:

Education: A university degree or college diploma in administrative studies or a similar field of studies is preferred, however, not mandatory.



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Experience:

- Minimum of five years of executive assistance experience supporting Senior Management or CEO of an organization, or equivalent experience.
- Experience in Human Resources Management.
- Excellent computer skills, including Microsoft Office, Word and Excel.
- Excellent oral and written communication skills.
- Must demonstrate a knowledge of, and respect for, Indigenous Peoples, communities, cultures, languages and traditions.
- English is the working language, however, the ability to work in Mi'kmaq and French would be an asset.

Apply: Please apply by email to bmitchell@afn.ca with covering letter, resume and three business references. Submissions are to be addressed to:

Brendan Mitchell,
Office of the Regional Chief
Suite 302, 4 Herald Avenue,
Corner Brook, Newfoundland
A2H 4B4

Deadline date to apply: February 23, 2024, at 4:00 pm.

Please note: Diplomas/Certificates for post-secondary education and training, a Criminal Code of Conduct and a Vulnerable Sector Query are required.