



# ULKATCHO FIRST NATION

P.O. Box 3430, Anahim Lake, British Columbia VOL 1C0

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## *Executive Assistant Posting*

### **Who We Are**

Ulkatcho is a First Nation of Dakelh, Tsilhqot'in and Nuxalk ancestry whose offices are located in Anahim Lake BC on the Western edge of the Chilcotin District. We are 320 kilometres west of Williams Lake, and 135 kilometres east of Bella Coola.

Outdoor enthusiasts will enjoy our region: Surrounded by the Rainbow Mountain Range, and home to excellent fishing lakes, wildlife tours guided horseback trip and hiking, and snowmobiling in the winter. Our small community of Anahim Lake, and the surrounding area has a population of approximately 1500 people. Ulkatcho First Nation membership is 1200, with 700 living on reserve in the community.

### **Department:**

Administration. Permanent, Full Time

### **Rate of Pay:**

Dependant upon qualifications.

### **Job Summary:**

As part of the Management Team, and reporting directly to Chief and Council, the Administrative Assistant is responsible for all aspects of Chief and Council Scheduling, planning, and meeting preparation. Duties are as follows:

- schedule and prepare for Chief and Council meetings by producing the agenda, compiling relevant information and distributing seven days in advance
- Take minutes and prepare minutes for adoption
- Prepares for and takes minutes at all community and committee meetings.
- track all motions and action items made by Chief and Council to ensure they have been followed up and implemented
- Arrange all travel for Chief and Council
- Prepares briefing notes and other correspondence as requested.
- other duties as assigned.

### Core Competencies:

- Adept in Technology.
- Precise Verbal & Written Communication.
- Organization.
- Time Management.
- Strategic Planning.
- Resourcefulness.
- Detail-Oriented.
- Cultural Competence.

**Deadline:** This posting closes on October 12, 2019.

**Working Conditions:** Work is performed in an office environment

### Requirements:

Administrative Assistant certificate, or diploma. Three (3) years of experience in fast paced setting. A combination of education and experience will be considered.

### To Apply:

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by personal delivery to the Office Manager or via email to [landerson@ulkatcho.ca](mailto:landerson@ulkatcho.ca) Please indicate "Operations Manager Competition" in the subject line.

**Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.**

*\* We thank all those who apply; however, only short-listed applicants will be contacted.*