



**Nakiiwin Azhiaaksen
Employment Opportunity**

Governance Unit Administrative Assistant

FULLTIME

Wiikwemkoong Unceded Territory (WUT) is looking for an Administrative Assistant for the Governance Unit. The purpose of the Governance Unit Administrative Assistant position is to provide administrative and clerical support to the Wiikwemkoong Unceded Territory Governance Unit. The Governance Unit is responsible for ensuring current laws, policies, plans and strategies as well as relationships with internal and external contacts appropriately reflect Wiikwemkoong's culture, customs, beliefs and that our traditional way of life remains protected. The Governance Unit is also responsible for assisting Chief and Council obtain the goals and objectives outlined in their Strategic Plan. The responsibilities within this position are flexible and may be adjusted according to community needs and priorities.

RESPONSIBILITIES

- Arrange and organize Governance Unit to ensure a productive practice is established in how documents are prepared, filed, and retrieved for use and for reference.
- Establish, maintain and update files, records and/or other documents.
- Assist in research and collection of information for provisions of laws, policies, plans, and strategies as well as establishing new laws and policies, plans and strategies.
- Maintain a general awareness of local and First Nation governance matters, as well as Provincial and Federal Laws.
- Assist in preparation of summary reports, quarterly reports, proposals, and Governance documents.
- Assist with arranging Governance Committee meetings.
- Assist with arranging community development processes and community consultations.
- Attend and participate in community development processes and community consultation.
- Take meeting notes.
- Maintain a productive schedule that reflects the workplan of the Governance Unit. Plan around last-minute items and ensure the workflow continues without interruption.

QUALIFICATIONS

- Minimum 1 year experience working in an office/administrative setting
- Strong interpersonal, communication, written, and organizational skills
- Experience in using computers, and software such as Microsoft, Excel, PowerPoint, Publisher, and Outlook
- Must be able to work independently and as a team player
- Familiarity with WUT Governance, or a willingness to learn
- Knowledge of Anishinaabe culture, traditions, and current issues
- Ability to speak and understand Anishnaabemowin, or have a willingness to learn

Interested applicants, please submit your application with a cover letter, current resume, three work related references, one from the most recent employer, and copies of accreditations to:

Confidential: Governance Unit Administrative Assistant Employment Opportunity

Wiikwemkoong Unceded Territory

19A Complex Drive, P.O. Box 112

Wiikwemkoong, ON P0P 2J0

erc@wiikwemkoong.ca

Salary: \$ 65, 009.00

Posted: December 2024

Closing Date: until filled

For a complete Job Description, please send a request to erc@wiikwemkoong.ca.

We thank all those that apply, however only those selected for an interview will be contacted. There will be no return of submissions. Incomplete packages and late submissions will not be considered.