



**CARRIER SEKANI**  
tribal council

Suite 200-1460 6<sup>th</sup> Ave.  
Prince George, B.C.  
V2L 3N2

Phone: 250-562-6279  
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## **JOB POSTING**

The CSTC is a Non-Profit Organization located on the traditional territory of the Lheidli T'enneh in Prince George BC, and is seeking to fill the role of:

### **EXECUTIVE ADMINISTRATOR**

#### **Job Summary**

The primary purpose of the Executive Administrator position is to provide administrative support to the Tribal Chief, Board of Directors, and the General Manager. The Executive Administrator role requires excellent administrative skills and the ability to function efficiently as a support person to the political and administrative personnel of the Tribal Council. The position requires an ability to work with minimum supervision and in an orderly and efficient manner. The incumbent must be proficient in knowledge of Microsoft Office Applications, minute taking, and maintain a high degree of confidentiality. Report writing and business English skills are required, along with excellent interpersonal and team management skills.

#### **Job Responsibilities/ Duties:**

- Coordinates schedule of appointments for the Tribal Chief;
- Prepares all levels of briefing notes for the Tribal Chief;
- Exercises due diligence for walk-in clientele, and phone calls;
- Correspondence and material presentation;
- Responsible for ensuring that CSTC and Special Meeting Minutes, Motions, and related documentation are produced and distributed in an orderly, accurate, and timely fashion;
- Ensures that meeting packages are completed in a timely fashion for advanced distribution to the Board of Directors (Chiefs);
- Maintain confidentiality of information and files;
- Filing and administrative records management;
- Attends public forums, meetings, etc., as directed;
- Assists in the coordination of Tribal Council special events (AGA, Special Assembly, etc.);
- Coordinates travel advances and reconciles expenditures in accordance with the financial regulations of the Carrier Sekani Tribal Council;
- Provides support/vacation coverage to other Administration staff as required;
- Other related duties, as requested by the General Manager.

#### **Working Conditions:**

Hours of work are to be from 8:30am-4:30pm, Monday to Friday.

Minimal weekend and evening work, but will be given sufficient notice if required. Some travel will be required.

### **Qualifications**

The Executive Administrator position requires post-secondary education in a relevant field, or an equivalent combination of education and experience. In addition, knowledge of traditions, values, and language of the Carrier Sekani people is required, along with an understanding and appreciation of relevant local, provincial, and national issues and concerns, as they relate to Aboriginal people.

Must have a valid Class 5 driver's license.

If you are interested in this position submit a cover letter and resume by **May 6, 2022**, to:

Carrier Sekani Tribal Council  
Attention: General Manager  
Suite 200 1460 6<sup>th</sup> Ave, Prince George, BC V2L 3N2  
Email: [generalmanager@cstc.bc.ca](mailto:generalmanager@cstc.bc.ca)

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Preference will be given to those of Aboriginal Ancestry per Section 16 of the Canadian Human Rights Act. People of Carrier Sekani are encouraged to apply.