JOB DESCRIPTION

Position: Council Assistant
Department: Executive
Supervisor: Executive Director
Type: Permanent, Full-time (35 hrs/week)
Wage: $30-$40 per hour (depending on qualifications)

Job Summary
Reporting to the Executive Director, with functional reporting to the Chief, the Council Assistant will provide secretarial support including drafting correspondence, notices and other materials for the Chief and Council, assisting the Executive Assistant with Council administration and record keeping, and other administrative and communications activities.

Main Duties
- Drafting correspondence, notices, briefing materials and other documents for the Chief, as well as the Deputy Chief and Councillors as required
- Organizing and recording in-coming and out-going Council correspondence
- Assisting with managing and arranging the Chief's schedule
- Producing newsletters
- Providing direct support to the Executive Assistant as required for Council and other governance bodies, attending meetings, arranging travel, taking and/or transcribing minutes, preparing records of decisions and other Council and Committee documents
- Compiling information and special reports as requested by Chief and Council
- Other duties as required by the Executive Director or Chief

Education and Experience:
- Completion of business administration certificate or diploma or equivalent level of education and experience.

Knowledge & Skills
- Excellent written and oral communication skill
- Ability to draft professional quality correspondence for Chief and Council
- Strong computer and administrative skills (MS Office, internet for research)
- Strong organizational skills
- Strong analysis and problem solving skills
- Ability to work independently, without supervision
- Tact and good judgement when dealing with Council, Executive Director, staff and Citizens
- Strong interest and skills in doing various types of research for Council upon request

Decision Making
This position is responsible to the Executive Director and to Chief and Council. The incumbent is provided general direction and works collaboratively with other staff in taking initiative within established policies, procedures, objectives, and priorities. The position uses judgement and

decision making in drafting high quality professional correspondence.

Impact/Accountability
This position is accountable for compliance with legislation, establishing and meeting project work plans, effective performance of duties contributes to the health and well-being of Liard First Nation members. The position is party to highly confidential information and is required to strictly maintain that confidentiality.

Conditions of Employment/Working Conditions

- The position works in a standard office environment.
- Travel between LFN communities, as well as some travel within and outside of the Yukon is required.
- Some overtime and weekend work may be required
- Valid class 5 Driver's License
- Criminal Record Check

Approved by:

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Executive Director

I understand the above as representative of the duties I will perform in this position.

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Employee