



Posted: May 31st, 2024
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** position (39.5 hours per/week) position.

CONSULTATION ADMINISTRATIVE ASSISTANT Government Services and Administration Building

The purpose of this position are:

- To provide administrative support for the Consultation Department
- Maintain Consultation Database

The duties and responsibilities of this position are categorized into main functions:

1. Administrative Support:
 - Provide general administrative support to the consultation team.
 - Manage schedules, appointments, and travel arrangements for team members.
 - Prepare and distribute meeting agendas, minutes, and follow-up action items.
 - Maintain organized records and files, both electronic and physical.
2. Communication:
 - Serve as the primary point of contact for internal and external stakeholders.
 - Handle incoming calls, emails, and correspondence, ensuring timely and accurate responses.
 - Draft, proofread, and edit documents, reports, and presentations.
 - Coordinate communication between various departments and stakeholders.
3. Coordination and Scheduling:
 - Schedule and coordinate meetings, conferences, and consultation sessions.
 - Ensure all logistical arrangements are made for meetings and events, including venue booking, equipment setup, and catering.
4. Data Management:
 - Manage and update the consultation calendar, ensuring all deadlines and milestones are met.
 - Collect, organize, and maintain consultation data and records.
 - Assist in the preparation and analysis of reports, presentations, and data summaries.
 - Ensure data integrity and confidentiality in accordance with organizational policies.
5. Stakeholder Engagement:
 - Facilitate effective engagement with community members, stakeholders, and partners.
 - Assist in organizing community consultation events and information sessions.
 - Prepare and distribute consultation materials, including surveys, feedback forms, and informational brochures.



6. Project Support:
 - Support the consultation team in planning, implementing, and monitoring consultation projects.
 - Track project progress and provide regular updates to the team.
 - Assist in budget preparation and monitoring project expenditures.
7. Compliance and Documentation
8. Meeting Preparation
9. Event Coordination
10. Database Management
11. Information Dissemination
12. Feedback Collection

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

EDUCATION:

- Graduation from a post-secondary diploma (Lands and/or Resources, Fishing and Wildlife, etc., or Office Administration, is an asset)
- 1-2 years of working knowledge of office practices, experience with use of office equipment and multi-line phones

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- High level of organizational, written and verbal communications skills
- Displays initiative and strong interpersonal skills
- High level computer and word processing skills
- Ability to categorize and index a complex filing system
- Excellent public relations skills, including an appreciation for the need for tact, discretion and a positive, cheerful approach with the public
- Possess a basic knowledge of the Williams Treaties First Nations and Curve Lake First Nation Treaty and Traditional Territories
- Knowledge and appreciation of First Nation culture and traditions

Government Service Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position for 39.5 hours a week beginning immediately. Annual salary range for this position is **\$40,117 – \$42,792**.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday June 14th, 2024 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.