



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: [Executive Assistant to the Council](#)

Posting Type: Internal

Program: Administration

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Permanent Position

Posting Closes/Deadline: May 5, 2024, 2023, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Pay Grade Level D (*Annualized Salary range* \$\$62,420.80 - \$72,612.80)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Executive Assistant to the Council will be directly responsible and accountable to the Senior Director of Operations and will work closely with the elected councillors of the Tyendinaga Mohawk Council. The Executive Assistant to the Council will provide support and perform administrative duties that assist the elected Council in the performance of their political duties. This position is continuous.

Reporting:

This position will report to the Senior Director of Operations. This position has no direct reports.

Summary of Main Responsibilities:

☞ To Assist the Councillors:

- Coordinates, plans, and prepares for meetings by gathering meeting material, and handles logistics for members of Council to attend external committee and political meetings.
- Ensures effective follow-up of meetings including preparing summary briefs, relaying information to Tyendinaga Mohawk Council and/or portfolio holders, Chief Administrative Officer and Executive Team/Directors.
- Facilitates response to Community Member inquiries, concerns and comments submitted directly to the Chief.

☞ To Assist the Chief:

- Works with the Executive Assistant to the Chief to ensure flow of relevant information
- Backs up the EA to the Chief when they are away to ensure TMC has continued support

☞ **Research Functions:**

- Research and prepare documentation that includes but is not limited to letters, briefing notes, Chief's speaking notes, updates, position papers, fact sheets, summary reports, discussion papers and correspondence related to political issues.
- Coordinates research on the Provincial and Federal legislative agenda and keeps the Chief and the Tyendinaga Mohawk Council fully informed.

☞ **Administrative Functions:**

- Schedule all appointments and maintains calendar for all members of Council.
- Maintains the Council's files and documents including establishment of historical archive using issue-based approach.
- Schedules and arranges travel, prepares expenditure claims for each individual member of Council and follows appropriate approval process

☞ **Health and Safety:**

- Promoting and following all MBQ Health and Safety policies and procedures

☞ **All other duties as required**

Requirements:

- ☞ A diploma in relevant field required
- ☞ A bachelor's degree in public administration, political science or a related discipline is preferred
- ☞ Minimum of 3-years' experience at executive assistant level
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Experience in a First Nations setting an asset
- ☞ Knowledge of government an asset
- ☞ Must provide a clear VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- ☞ Excellent written and oral communication skills
- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Must be able to dictate, transcribe and record minutes.
- ☞ Must possess networking, research, and planning skills.
- ☞ Excellent interpersonal and public relations skills.
- ☞ Probability and decision-making skills.
- ☞ Excellent organizational and prioritization skills.
- ☞ Excellent presentation skills.
- ☞ Ability to self-manage and meet deadlines
- ☞ Analyze and think critically to assess an issue.
- ☞ Ability to perform under stressful conditions.
- ☞ Attention to detail and high level of accuracy.
- ☞ Work flexible and extended hours and to travel frequently.
- ☞ Must have working knowledge of issues impacting the Mohawks of the Bay of Quinte community and Tyendinaga Mohawk Council's position on these issues.
- ☞ Must have working knowledge First Nations governance structures, including leadership role and function, at the community, regional, provincial, and national levels.

- ☞ Must have working knowledge of First Nations organizations, Provincial and Federal governments, legislation, polices, programs, services, procedures, and directives.

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424, or (email) careers@mbq-tmt.org or to find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- *Internal Postings are for members of MBQ or active employees only*
- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Salary posted is based on an annual rate, for a 40 hour per week position, 52 weeks per year, actual will be prorated based on position*
- *MBQ is grateful for all who show interest in joining our team and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*