



Treaty and Aboriginal Land Stewards Association of Alberta

21510 Chief Lapotac Boulevard, Enoch, Alberta T7X 1B0

Email: talsaa.ed@nalma.ca

Phone: (780) 982-5574

Web: www.talsaa.ca

Job Posting – TALSAA Executive Assistant

We are looking for a diligent Executive Assistant to support management with daily administrative duties. The responsibilities of the Executive Assistant include planning meetings and organizing calendars. To be successful as an Executive Assistant, you should have excellent organizational skills, be proactive, and possess a professional demeanor. Ultimately, a top-notch Executive Assistant should be equipped with experience, able to tackle any task given in a timely fashion and communicate effectively.

RESPONSIBILITIES:

- Participates in the preparation of agendas, assembling and coordinating reports and documents.
- Assist in the organization and attending TALSAA Board and Membership Meetings; takes minutes, recording discussions, motions, and actions taken; follows up with Action Items as required. Ensuring all corporate information is up to date.
- Coordinating calendars, scheduling appointments and events.
- Acting as a liaison between TALSAA, the National Aboriginal Lands Managers Association (NALMA), Indigenous Services Canada (ISC) and TALSAA Membership and Alberta First Nations contacts.
- Preparing reports and updating internal databases.
- Managing travel arrangements.
- Managing phone calls and emails, distributing internal communication
- Organize priorities and maintain appropriate confidentiality
- Responds to requests for information concerning Board activities.
- Coordinates, documents, and prepares reports for the Board members and staff.
- Coordinates, attends and/or facilitates community meetings to discuss related programs and projects.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- Performs general administrative / clerical work as required, including preparing reports and correspondence, entering, and retrieving computer data, preparing spreadsheets, reviewing mail and literature, copying and filing documents, conducting and attending meetings, answering the telephone, etc.; Attends training, conferences, seminars, meetings, etc., to maintain job knowledge and skills; and
- Assist in carrying out the goals and objectives of TALSAA; and
- Performs other related duties as assigned.



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QUALIFICATIONS AND EXPERIENCE:

- Successful completion of NALMA's Professional Lands Management Certification Program or similar courses in an accredited institute would be preferred.
- Knowledge of Alberta First Nations and Indigenous cultures, experience working with Indigenous peoples and organizations.
- Certificate or equivalent experience in Office or Business Administration, Communications, or other related discipline would be preferred.
- Knowledge of First Nation Land Management and Estate processes for individuals residing on reserve would be an asset.
- Responsible for safeguarding all confidential materials and information on behalf of TALSAA
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Proven experience in project management techniques to meet deadlines, manage resources and meet reporting requirements.
- Write proposal for funding and completed reports, maintain a comprehensive filing system.
- Develop and maintain effective working relationships with colleagues.
- Performs all other duties assigned by the TALSAA Executive Director.
- Must be proficient in MS Office (Word, Excel, Access, Publisher, PowerPoint, and Outlook) and internet applications.
- A valid class 5 Driver's License is required

Contract until March 31, 2023, with a possibility of an extension. Start date is immediate. The successful candidate will be subject to a probation period of three months. Office hours required of Monday to Friday 8:30 am – 4:30 pm Mountain Time. Evenings and weekends may be required.

This position requires a high-level of confidentiality, and a recent qualified Canadian Police Information Centre (CPIC) check.

How to Apply: Email the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Dated and Signed Letters of Reference**



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Please Send To: Crystal Janvier-Romaniuk – TALSAA Executive Director: talsaa.ed@nalma.ca
Salary: \$42,900

Closing Date: June 10, 2022
Location: Telework/Telecommuting arrangement

Job description available upon request.

Thank you to all applicants; however, only those selected for an interview will be contacted.