



EXECUTIVE COORDINATOR 187-21-2
ADMINISTRATION, CENTRAL ADMINISTRATION
Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27**, for the Executive Coordinator with Administration, Central Administration Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Executive Coordinator reports to and works under the direction and supervision of the Central Administration Office Manager. To assist in the performance of administrative duties related to the operations of the Six Nations of the Grand River Elected Council. To provide secretarial, clerical and administrative services for the management of operations for Six Nations of the Grand River Elected Council within the policies and procedures established by the Six Nations of the Grand River Elected Council.

Type	Contract
Closing Date	October 27, 2021
Hours of Work	35 hours weekly
Wage	\$55,000-\$75,000

BASIC QUALIFICATIONS:

- Post-Secondary Diploma or Degree in Business Administration, Executive Office Administration, or related field; AND five (5) years' experience in Office Administration; OR,
- Post-Secondary Diploma in Office Administration (Executive or Legal) with five (5) years' experience as an Administrative Assistant
- Must have a typing speed of 60 wpm
- Must have excellent computer skills and experience with Microsoft Office, including MS Word, Excel, Outlook.
- Experience with other web-based software including Adobe Pro, Manusonics, Laserfiche, Woofoo, Docusign, Dropbox and ZOOM would be an asset
- Must have excellent verbal and written communication skills.
- Must have a pleasant personality.
- Must be trustworthy and able to maintain confidentiality.
- Must be able to deal effectively with the public.
- Must be able to operate a multi-line phone system
- Ability to work independently and without supervision.
- Ability to take direction, and prioritize tasks.
- Ability to work in a public setting taking into consideration all standard COVID precautions

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Executive Coordinator – Contract – 187-21-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION DESCRIPTION

POSITION TITLE: Executive Coordinator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Central Administration Office Manager.

PURPOSE AND SCOPE OF THE POSITION:

To assist in the performance of administrative duties related to the operations of the Six Nations of the Grand River Elected Council.

To provide secretarial, clerical and administrative services for the management of operations for Six Nations of the Grand River Elected Council within the policies and procedures established by the Six Nations of the Grand River Elected Council.

RESPONSIBILITIES:

1. Technical Functions:

- Organizes and updates engagement and meeting schedules under the direction of the Office Manager and Chief of Staff
- Prepares briefings, research background information as required
- Drafting correspondence as required on issues and activities
- Effectively manage the schedules of the Elected officials: arranging meetings, and keeping all those informed of the time, location, length and purpose of the meeting/event,
- Coordinates the schedule and travel arrangements for Elected Council, as required
- Ability to sort and prioritize a high volume of e-mail
- Excellent knowledge of MS Office software including Word, Excel, PowerPoint and Outlook, Microsoft Teams

2. Communications and Liaison Functions:

- Effectively communicates by telephone, in writing and in person
- Reviews, filters and directs incoming information, correspondence, reports etc;
- Ability to operate multi-media equipment, software (ZOOM, Dropbox, Docusign) and recording devices
- Liaises effectively with external political, government and aboriginal representatives in a positive professional manner;
- Assist administratively in the coordination of necessary organizational, Council and public matters
- Liaises effectively with external political, government and aboriginal representatives in a positive professional manner;

3. Administrative Functions:

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- Effectively and efficiently gathers and compiles requested information from a wide variety of sources
- Research, review and summarize current issues as directed
- Provide administrative support for highly sensitive and confidential information/meetings, including special meeting
- Will be responsible for coordinating, recording and follow up of two General Council meetings a month
- Accurately set up, maintain and archive files
- Photocopy, file and distribute documents in a timely manner

4. Other Functions:

- Screens visitors, ascertains nature of business, provides information, advice or directs enquiries to appropriate person, department or program.
- May be a resource to clerical support staff in job duties, safety procedures and Council policies.
- Acts as a resource person to Central Administration Office Manager, Chief of Staff.
- Covers receptionist desk during lunch and breaks and in the absence of the regular receptionist, when required
- Performs related duties as may be required.

WORKING CONDITIONS

Work has extensive contact with the public, subject to some stressful situations with hostile/irate public in person and over the telephone; subject to interruptions; required to work inside, requires late work and/or evenings to attend Committee or Council meetings;; subject to deadlines.

WORKING RELATIONSHIPS

With the Office Manager

Receives direction, supervision and guidance, discusses plans, priorities and interacts to ensure Administrative tasks are done efficiently and effectively.

With the Senior Administrative Officer

Receives direction to ensure political tasks are done efficiently and effectively.

With the Public

Represents and promotes Six Nations of the Grand River in a courteous, positive and cooperative manner, provides information and assistance.

With Committees

Provides secretarial support as required.

With Other Staff

Courtesy and cooperation with all staff.

KNOWLEDGE SKILLS AND ABILITIES

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IMPACT OF ERROR:

Errors in carrying out duties could result in poor public relations, missed deadlines, confusion, delay, duplication of effort and misinformation.

CONTROLS:

Works within all policies and procedures established by Six Nations of the Grand River Elected Council, Central Administrative Department, Council Departments.