



ARCHAEOLOGY COMMUNITY MONITORING ADMINISTRATIVE ASSISTANT 021-23-2
LANDS AND RESOURCES
Full-Time

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, **February 8, 2023**, for the **Archaeological Community Monitor Administrative Assistant with Lands and Resources** 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 **Archaeology Community Monitoring Administrative Assistant** reports to and works under the direction of the Archaeology Supervisor of Six Nations Lands and Resources Department.

To assist the Archaeology Supervisor in carry out of the duties and responsibilities of implementing the Archaeology Community Monitoring Program.

To assist the Archaeology Supervisor with financial administrative duties necessary for the Archaeology Community Monitoring Program to function.

To assist the Accounts Receivable/Collections relating to the Archaeology Community Monitoring Program.

To assist the Archaeology Supervisor in liaison between Six Nations and the proponent coordinating, preparing, and execute all archaeology agreements.

Type	Full Time
Closing Date	February 8, 2023
Hours of Work	35 hours weekly
Wage	\$47,000

BASIC QUALIFICATIONS:

- An Office Administration Diploma; Executive or Legal, or Business Administration Diploma and/or Finance, Accounting, and Bookkeeping Diploma

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.

- Minimum of one-year experience in office or business administration

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.
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:

Archaeology Community Monitoring Administrative Assistant – Full Time – 021-23-2

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION LANDS AND RESOURCES

POSITION TITLE: Archaeology Community Monitoring Administrative Assistant

REPORTING RELATIONSHIP:

Reports to and works under the direction of the Archaeology Supervisor of Six Nations Lands and Resources Department.

PURPOSE & SCOPE OF THE POSITION:

To assist the Archaeology Supervisor in carrying out of the duties and responsibilities of implementing the Archaeology Community Monitoring Program.

To assist the Archaeology Supervisor with financial administrative duties necessary for the Archaeology Community Monitoring Program to function.

To assist Accounts Receivable/Collections relating to the Archaeology Community Monitoring Program.

To assist the Archaeological Supervisor in liaison between Six Nations and the proponent coordinating, preparing, and execute all archaeology agreements.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions

- Assist in archaeology agreement preparation, coordination, and execution, and follow ups. Work under a tight deadline/timeline.
- Be responsible for invoicing and accounts receivable collections for the Archaeology Community Monitoring Program in a timely manner.
- Assist in responding to archaeology monitoring inquiries, meetings, and minutes of meetings.
- Assist in processing bi-weekly time sheets, mileage, and site report recordings for archaeology monitors.

2. Administrative Functions

- Assist with note taking, and recordings.
- Assist with processing archaeological monitors; mileage, 407 bills, and the tracking of their hours.
- Follow up on pending agreements.
- Ensure proper filing of documents electronically and/or hardcopy.
- Monitoring of aged receivables listing.
- Updating tracking sheet for current archaeology projects/sites.
- Attend meetings as required: staff meetings, committee meetings.

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- Attend training/workshops as required.
- Provide training as required to other Staff as required.

3. **Communications Functions**

- Assist with data, electronic storage, and retrieval activities for the Program.
- Assist with the preparation of reports, briefing notes, speaking notes, speeches and correspondence as required.
- Ability to provide analysis of any material retrieved assessments and mapping.
- Other related duties as assigned by the Archaeology Supervisor and/or Director of Lands and Resources.
- Coordinate program inquiries with Finance department.

4. **Other Functions**

- Perform other related duties as assigned by the immediate supervisor.
- Perform projects as assigned power point presentations, council general meetings.
- Perform political tasks assigned.
- Perform duties closely with Six Nations Grand River Elected Council Accounts Receivable Department.

WORKING CONDITIONS:

Work requires high degree of attention to detail, requires extensive interaction with Staff, subject to deadlines, demands, and interruptions; ability to take direction, prioritize, work independently and/or as supervised and instructed.

WORKING RELATIONSHIPS:

With the Director and Archaeology Supervisor:

Receive direction and guidance, discusses plans, priorities, and interactions to ensure tasks are completed efficiently and effectively. Receive instructions and supervision.

Be familiar with Six Nations of the Grand River Elected Council Policy and Procedures.

With Chief and Council:

Assists with preparation briefing notes, and presentations as required.

Assists with gathering and distributing relevant information.

With Community and other Staff Members:

Represents and promotes Six Nations of the Grand River Elected Council Administration in a courteous, cooperative, and professional manner.

Provides information and assistance.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- An Office Administration Diploma; Executive or Legal, or Business Administration Diploma and/or Finance, Accounting, and Bookkeeping Diploma.

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- Minimum of one-year experience in office or business administration.

Other Preferred Skills:

- Excellent written and communication skills.
- Knowledge of Six Nations of the Grand River and First Nations Land issues.
- Must be proficient using Microsoft Word, Excel, PowerPoint, and telecommunicating platforms
- Ability to access data, material, and information from electronic storage.
- Skills in operation of other office equipment.
- Possess initiative and self-direction.
- Ability to take direction well, team player.
- Must be trustworthy, reliable and maintain confidentiality.
- Experience in Archaeology would be an asset.
- Working knowledge of Sage 300 or other accounting software.

IMPACT OF ERROR:

Errors in carrying out duties could result in loss of credibility, poor public relations and misinformation provided. Errors could result in embarrassment to the Six Nations of the Grand River Elected Council, community, and administration: loss of public confidence and unnecessary conflict leading to lack of trust.

CONTROL:

Guiding principles set by the Six Nations of the Grand River Elected Council. Must work within the policies and procedures established by the Six Nations of the Grand River Elected Council with respect to First Nation administration.