



**Executive Assistant to COO – 110-25-1**  
**Central Administration, Core Services**  
**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, **June 25, 2025**, for the **Executive Assistant to COO** with **Central Administration, Core Services**. 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](http://www.greatsn.com) website. Online applications are accepted through [My Job Search](#). **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 Job Title reports

<b>Type</b>	Full-Time
<b>Closing Date</b>	June 25, 2025
<b>Hours of Work</b>	35 hours per week
<b>Wage</b>	Minimum \$57,200/yr

\*A competitive compensation package will be offered commensurate with qualifications. \*

**BASIC QUALIFICATIONS:**

- Post-Secondary diploma/degree in Public Administration, Business Administration and three (3) to five (5) years of executive level support, preferably C-Suite levels OR
- High School Diploma with ten (10) years of executive level support, preferably C-Suite levels
- Working knowledge and/or previous experience in a First Nations Environment.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe.
- Ability to create summary reports, professional presentations and documents upon request.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.

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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 Khwahish Taneja, HR Business Partner at 519-445-2223 ext. 4343 or via email at [HRBP1@sixnations.ca](mailto:HRBP1@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:

**Executive Assistant to COO – Full-Time – 110-25-1**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

**POSITION:** Executive Assistant, Office of the Chief Operating Officer (COO)

**REPORTING RELATIONSHIP:**

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Reports to and works under the direction of the Chief Operating Officer (COO).

## **PURPOSE AND SCOPE OF THE POSITION:**

The Executive Assistant will provide professional and comprehensive executive level administrative support and coordination to the Chief Operating Officer, acting as a key liaison between the COO and various internal and external stakeholders.

This role will ensure efficiency and effectiveness in operational support and technical assistance to the office of the COO as the goals and objectives of the Six Nations of the Grand River (SNGR) strategic plan are employed.

The Executive Assistant will also accept responsibility for fostering an environment that honors Haudenosaunee cultural values and principles of practice as a foundation, encouraging teamwork and respectful cooperation with all colleagues to contribute to a healthy workplace.

## **RESPONSIBILITIES:**

### **1. Technical Functions:**

- Proactively manage the COO calendar, scheduling meetings, resolving conflicts and optimizing time for maximum efficiency of work completion during office hours.
- Effectively manage the schedule of the COO by arranging internal and external meetings, conferences, and events with accuracy; and informing the COO of the time, location, length and purpose of the meeting/event.
- Prepare and provide relevant meeting documents for the COO twenty-four (24) hours in advance to ensure time for review and preparation for meeting discussion.
- Act as the primary liaison for all COO related matters and correspondence, handling inquiries with tact, discretion and sound judgment.
- Assist in identifying and assessing problems or trends and suggest solutions to facilitate resolution.
- Appropriate management of confidential information with integrity and in alignment with organizational policies.
- Organize Senior Administration Team (SAT) meetings, including retreats and related team sessions. Prepare agendas, coordinate location, record the minutes and distribute to members well in advance of meetings to ensure preparedness.
- Assist in the planning and organization of major functions and activities of the Six Nations of the Grand River Elected Council (SNGREC) under the direction of the COO.
- Maintain an efficient filing and retrieval system for reports, budgets, correspondence, and meeting minutes. Utilize technology to ensure accurate transcription and record-keeping.

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- Gather and compile requested information, statistics, research and recommendations from a wide source, as requested. Highlight and summarize the relevant information in a concise and accurate manner.
- Research, review, and summarize current issues as directed.

## **2. Communication Functions:**

- Effective liaison and communication with executives, colleagues, community members, and Six Nations of the Grand River Elected Chief and Council: verbally in person or through telecommunications such as telephone or email.
- Liaise and interact with the public/community members, government officials, Six Nations of the Grand River Elected Chief and Councilors, and other staff members in a positive, courteous and professional manner, displaying tact, discretion and sound judgment.
- Effective communication with external bodies such as other First Nations, federal, provincial and municipal governments/agencies and other organizations in person or through telecommunications.
- Assist the COO in coordinating the Six Nations Emergency Plan.
- Preparation of internal/external documentation such as briefing notes, updates, memos, and correspondence.
- Represent SNGR and community in a positive, courteous, cooperative and professional manner.
- Preparation of effective presentations using Microsoft PowerPoint, Visio, or the latest available technology as requested.
- Provide coverage for other Executive Assistant positions upon request and during absences.
- Welcome guests, manage meeting room setup, and arrange catering for a professional and hospitable environment.
- Exceptional verbal and written skills, ensuring spelling accuracy and grammatical correctness.

## **3. Administrative Functions:**

- Thoroughly document and summarize information from meetings, conference calls and other activities in an effective and efficient manner, with a high degree of accuracy and ensuring confidentiality on all subject matter.
- Prepare and distribute briefing notes, agendas, correspondence, memos, notices, and Six Nations of the Grand River Elected Council (SNGREC) Resolutions in an effective and efficient manner, with a high degree of accuracy.
- Upload documents to DocuSign and ensure that signatories are reminded of timely response.



- Ensure the implementation of standardized formats for all documentation, as well as spelling accuracy and grammatical correctness.
- Analyze incoming and outgoing mail, emails, memoranda, submissions, reports and prepare summary briefs and reports for the COO in a timely fashion.
- Oversee assigned projects and reoccurring events, ensuring attention to detail and timely follow-up.
- Support occasional evening or weekend commitments as needed.
- Act as liaison between the COO office and the Chief, Chief of Staff, CEO office and other administrative staff to ensure open lines of communication on administrative functions.
- Accurately set up, maintain, and archive administrative files.
- Photocopy, file and distribute documents in a timely manner.
- Coordinate and confirm travel arrangements (mode of transportation, accommodation etc.) for the COO as required.
- Prepare travel/expense claim forms, and other administrative forms as required.
- Support the scheduling, completion and submission of performance appraisals and work plans for the COO.
- Perform all work functions in accordance with SNGR policies and procedures.
- Attend meetings as required: staff meetings, committee meetings, council meetings and/or political portfolio meetings.
- Identify and attend the necessary training/workshops as required.

#### **4. Other Functions:**

- Complete other related duties as assigned by the COO
- Complete projects as assigned
- Support political tasks as assigned
- Attend Committee, Task force, Commission and other Board meetings as the COO's delegate as required

#### **WORKING CONDITIONS:**

It is a high-profile position with extensive public contact and is subject to consistent deadlines, interruptions, mental stress and extensive interaction with the department staff. At times these interactions may be hostile or irate. It requires the ability to take direction, prioritize tasks, work independently and/or supervised and instruct others. Work at times will be subject to unscheduled hours.

#### **WORKING RELATIONSHIPS:**

Chief Operating Officer:

Receives direction, guidance, and supervision from the Chief Operating Officer. Discusses plans, and priorities, and interacts with the COO to ensure tasks are completed efficiently and

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effectively.

**Executive Leadership Team and Core Service Directors:**

Works collaboratively with the CEO, CFO and Executive Directors of Data Analytics & Insights and Nation Building and their Executive Assistants. Also works collaboratively with the Directors of Human Resources, Finance, Communications, and Information Technology Solutions as applicable. Will ensure that communication is open and tasks are completed as required.

**Senior Administrative Team:**

Provides effective and respectful administrative support to the Senior Administrative Team. Manages schedules, coordinates meetings, and acts as a resource to support operations.

**With Staff and Community as required:**

Represents Six Nations of the Grand River administration in a courteous, cooperative, and professional manner. Provides information and assistance as needed.

## **KNOWLEDGE AND SKILLS:**

### Education and Experience:

- Post-Secondary diploma/degree in Public Administration, Business Administration and three (3) to five (5) years of executive level support, preferably C-Suite levels OR
- High School Diploma with ten (10) years of executive level support, preferably C-Suite levels
- Working knowledge and/or previous experience in a First Nations Environment.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe.
- Ability to create summary reports, professional presentations and documents upon request.

### Other preferred qualities:

- Demonstrates ethical practice.
- High level of political acumen and ability to think strategically.
- Excellent communication (written and verbal) and interpersonal skills.
- Ability to successfully manage multiple projects simultaneously.
- Superior critical thinking skills.
- Self-motivated; proactive, and resourceful.
- Strong emotional intelligence.
- Proven administrative, organizational, supervisory, and time management skills.
- Excellent computer skills and demonstrate proficiency in current business software.
- Ability to travel as required.
- Experience in public relations and/or dealing with the public.
- Self-directed, proactive, and capable of thriving in fast-paced environments with minimal supervision.

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- Ability to work independently and contribute to a team.
- Ability to analyze problems, recommend and implement solutions.
- Strong multitasking, editing and proofreading skills under tight deadlines.
- Ability to accept and adapt to change.
- Ability to pass reliability/security checks.
- Must be bondable and willing to sign a confidentiality form.
- Knowledge of Six Nations' history, culture, and people.

**IMPACT OF ERROR:**

Errors in omission, analysis and judgment in the conduct of duties could lead to loss of credibility, poor relations, confusion and misinformation resulting in negative impacts to the leadership team that could result in severe legal and/or financial ramifications.

Errors in judgment and in the conduct of duties could lead to embarrassment to SNGR, community and administration; loss of public confidence and unnecessary conflict leading to lack of trust.

**CONTROLS:**

Must work within the policies and procedures established by SNGREC as guiding principles for administration.