



# **Cowessess First Nation #73**

## **Employment Opportunity**

**TITLE: Assistant Executive Director**

**JOB SUMMARY:**

This position is an executive support position. The responsibilities include: Assisting in the development and implementation of plans and goals for Cowessess First Nation; Working with the Executive Director to coordinate and supervise daily operations, including the reviewing and approval of cheque requisitions, timesheets and leave requests; Provide key communication services for the Executive Director like preparing correspondence, filing, and scheduling appointments. Ensuring compliance with regulations, internal policies and programming guidelines. Assist in the development of policy and program guidelines. Preparing documentation as needed for meetings. Duties consist of assisting in the planning and executing of internal and external projects. Provide collaboration with and for the executive team members and the Executive Director.

**QUALIFICATIONS:**

- ❖ Preference for formal education. A Diploma, Certificate or Degree in Commerce, Accounting, or Human Resource or Business.
- ❖ Two to three years' experience in a similar job, with similar duties and responsibilities.
- ❖ Excellent written and oral communication skills.
- ❖ Able to operate various office equipment and tools.
- ❖ Able to maintain a general filing system both electronic and hard copy.
- ❖ Knowledge of and ability to apply Federal/Provincial payroll regulations and employee safety standards.
- ❖ Must have sound knowledge of how Cowessess First Nation organization structure; and how it is operated and administered.
- ❖ Must be able to deal effectively with the public, committee members, Chief & Council, fellow employees, outside agencies and most importantly, the general membership.
- ❖ Must possess the ability to take direction and work with minimal supervision.
- ❖ Must be able to participate in team collaboration and work projects.
- ❖ Must be well organized, punctual, dependable, reliable and ensure confidential matters remain confidential.
- ❖ Must possess a valid driver's license.
- ❖ Submit a current Criminal Record check.

**Please Forward Resume and a list of (3) references to:**

**Cowessess First Nation  
P.O. Box 100  
Cowessess, SK S0G 5L0**

[ava.acoose@cowessessfn.com](mailto:ava.acoose@cowessessfn.com)

Tel: (306) 696-2520/Fax: (306) 696-2767

**DEADLINE for resumes shall be no later than 12:00 p.m. May 27, 2019.**

**Only those selected for an interview will be contacted.**