



Treaty 8 Urban Child and Family Services  
11625 -168 St. NW  
Edmonton, AB T5M 3T9

## **Employment Opportunity Executive Assistant**

The Nations of Treaty 8 Urban Child & Family Services is seeking an energetic and dynamic full-time **Executive Assistant** to provide administrative and professional assistance and services in the daily operations of the urban office. The Executive Assistant will report directly to the Chief Administrative Officer to ensure the efficient and effective delivery of daily operations and the administration of the organization's programs and services.

### **This role will be involved in the following responsibilities and activities:**

- Provide direct support to the Chief Administrative Officer on all administrative and operational matters of the office.
- Maintain calendar, set up appointments, and arrange meetings and provide reminders.
- Oversee and manage multiple projects to ensure timely completion.
- Prepare and submit timely reports and updates to the Chief Administrative Officer.
- Assist in the preparation of business plans for Treaty 8 Urban CFS.
- Prepare presentations and briefs.
- Prioritize and oversee business meetings, projects, business initiatives.
- Assist in addressing issues of a highly confidential nature in a professional and discrete manner.
- Identify potential operational issues and suggests responses on an on-going basis.
- Schedule and coordinate board and staff meetings to include preparing an agenda, recording, distributing minutes and prepare board resolutions, ensure room bookings and meeting rooms as required.
- Book travel arrangements as required.
- Take dictation and minutes and accurately enter data.
- Develop and carry out an efficient documentation and filing system.
- Other duties as required.

### **Qualifications and Experience:**

- Degree or Diploma Business Administration with supervisory experience.
- Minimum five years of administrative experience in a fast-paced corporate environment.
- Computer proficiency in using MS Office Suite, Google applications and software systems.
- Strong written and verbal skills, interpersonal skills, and a proven ability to work with sensitive and confidential materials.
- Satisfactory Criminal Record Check including Vulnerable Sector and Child Intervention (Welfare) Check – current within three months.
- Knowledge & understanding of Treaty 8 First Nations community, culture and language will be an asset.
- Valid Class 5 Driver's License and reliable transportation.

**Closing Date: Until a suitable candidate is found.**

**Interested applicants can submit cover letter, resume, current Criminal Record Check (to include Vulnerable Sector), and Child Intervention Check to:**

**[houlec@treaty8ucfs.ca](mailto:houle@treaty8ucfs.ca)**

**Phone: 780-784-3663**

**WE THANK YOU FOR YOUR INTEREST!**

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