



## Treaty and Aboriginal Land Stewards Association of Alberta

Box 1024, 21510 Chief Lapotac Boulevard, Enoch, Alberta T7X 1B0

Email: [ed@talsaa.ca](mailto:ed@talsaa.ca)

Phone: 780-982-5574

### EXECUTIVE ASSISTANT Job Description

**Position Title:** Executive Assistant (EA) for the Treaty and Aboriginal Land Stewards Association of Alberta (TALSAA)

**Location:** Hybrid/Remote – Alberta, Canada

**Language Requirement:** English

**Salary Range:** \$49,000 - \$59,000 /35-hour Work Week – 8:30 a.m. to 4:30 p.m. MST. Monday to Friday

**Level of Security Clearance:** This position requires an elevated level of confidentiality, and a recently qualified Canadian Police Information Centre (CPIC) check.

**Position Summary & Scope of Work:** Under the supervision of TALSAA's Executive Director, the Executive Assistant will assume the following duties:

#### Administration

- Prepares documents including letters, memorandums, reports, board reports.
- Proofreads and modifies grammar, spelling, and punctuation of all documents before sending for signature or mailing.
- Coordinates staff calendars, schedules meetings, and events.
- Manages phone calls, emails, and distributes internal communication.
- Answers requests for general information concerning services offered by TALSAA.
- Performs general administrative work as needed, including preparing reports and correspondence, as well as entering, and retrieving computer data.
- Responds to inquiries, concerns, complaints, and requests relating to areas of responsibility.
- Coordinates, documents, and prepares reports for the Board members and staff.
- Attends training, conferences, seminars, and meetings to increase job knowledge and skills.
- Acts as a liaison between TALSAA and the following organizations:
  - TALSAA Members
  - National Aboriginal Lands Managers Association (NALMA)
  - Indigenous Services Canada (ISC)
  - Alberta First Nations contacts.
- Conducts the goals and objectives of TALSAA.
- Safeguards all confidential materials and information on behalf of TALSAA.
- Performs all other duties assigned by the TALSAA Executive Director.

## **Event Coordination**

- Secures venue and caterer within the requirements for each event and plans the event with attention to financial and time constraints.
- Books meeting venues, accommodations, and coordinates with TALSAA staff.
- Communicates with the venue to plan the catering schedule and menu.
- Works in conjunction with TALSAA staff to coordinate speakers and plan the event schedule.
- Compiles documents and handouts to print for the event.
- Orders and tracks an inventory of items to present to speakers at events.
- Manages and tracks travel expenses and reimbursements for staff and members.
- Coordinates, attends, and facilitates community meetings to discuss related programs and projects.
- Supplies event information to staff, attendees and venue staff and manages inquiries during the event.
- Completes event follow up and tracks debrief items for the next event.

## **Board Meetings**

- Schedules, announces, and sends out reminders for monthly Board Meetings.
- Organizes the TALSAA Board and Membership Meetings; prepares the agenda, takes minutes, records motions, and actions items; follows up with action items as needed.
- Prepares reports and supporting documentation for all Board Meetings.
- Responds to requests for information concerning Board activities.
- Maintains a tracking system of agenda items, motions, and action items for all Board Meetings.
- Maintains a filing system for all Board of Directors documents.

## **Office Systems**

- Develop and adapt office systems, procedures, and improved work methods.
- Provides support to Executive Director for quarterly funding reports and documentation.
- Prepares spreadsheets, reviews mail and literature as well as copying, and filing documents, conducting, and attending meetings, answering the telephone.
- Update internal databases and tracks & report changes.
- Maintenance of database and filing systems for all relevant TALSAA inquiries, referrals, and evaluations.

## **Qualifications and Experience:**

- Diploma in Business Administration or a minimum of five years' experience in office administration.
- Knowledge of Alberta First Nations and Indigenous cultures, experience collaborating with Indigenous peoples and organizations.
- Knowledge of leadership and management principles as they relate to non-profit organizations.
- Proven experience in project management techniques to meet deadlines, manage resources and meet reporting requirements.
- Develop and supports effective working relationships with colleagues.
- Must be proficient in MS Office (Word, Excel, PowerPoint, and Outlook) and internet applications.
- A valid class 5 Driver's License is required.

This position requires a high-level of confidentiality, and a recent qualified Canadian Police Information Centre (CPIC) check.

This is a full-time contract position, based on funding, and will be in effect until March 31, 2026, with a possibility of an extension. The successful candidate will be subject to a probation period of three months.

**Level of Authority:** The Executive Assistant will prioritize and schedule their work under varied circumstances requiring initiative and quick judgment in consultation with the Executive Director, according to established and general policies and procedures. This position requires sound judgment, analytical thinking, thoroughness, and competence.

### **Work Environment & Location**

The work environment will be a combination of a hybrid office setting with service delivery sites that will require travel and may be anywhere in Alberta or Canada, including remote First Nation locations. Work hours will vary as needed and include occasional weekends and evenings (Typical work weeks will be Monday to Friday, 8:30 AM – 4:30 PM MST).

While performing the duties of this job, the employee may occasionally experience individuals and groups dealing with controversial and sensitive issues. Under these circumstances, this position will require a great deal of professionalism, sound judgment, and diplomacy.

### **Other**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically needed, and the scope of responsibility. It is not an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize work in the TALSAA office.

**How To Apply:** Please email your cover letter, resume and references to TALSAA's Executive Director, Blanche Burnstick, [blanche.burnstick@talsaa.ca](mailto:blanche.burnstick@talsaa.ca). Accepting applications until August 30<sup>th</sup>, 2024.

**Thank you to all who have applied; however, only successful applicants will be contacted.**