



## **JOB OPPORTUNITY**

### **Chief and Council Assistant**

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**Animbiigoo Zaagi'igan Anishinaabek is seeking an individual to fill this position immediately.**

#### **SCOPE**

Under the direction of the Band Administrator, and in conjunction with the Chief and Council, the **Chief and Council Assistant**, will provide assistance to the Chief and Council in all of their activities. The position demands a high degree of organization, multi-tasking and priority setting skill in confidential atmosphere.

#### **KEY RESPONSIBILITIES**

- Coordinate and maintain an up-to-date schedule of Chief and/or Council activities and meetings including telephone and video conferences
- Coordinate all travel required by Chief and Council
- Attend all Council, Elders and Band meetings to record and type minutes
- Organize and prepare packages for all Meetings as requested
- Record, transcribe and/or prepare, all minutes and or motions for Council and other Meetings as requested
- Coordinate and Facilitate all Member Requests to Chief and Council; in a liaison capacity

#### **QUALIFICATIONS**

The academic and skills expectations are as follows:

- Minimum grade twelve (12) diploma or equivalent
- Experience in a clerical or administrative position
- A Degree/Diploma in Office Administration, or related field, is preferable
- Proficiency in Microsoft Office programs
- Excellent secretarial, communication, note-taking, file management skills and attention to detail
- Must possess a valid Ontario's driver's license and have access to a dependable personal vehicle with adequate insurance coverage.
- Fluency in Ojibway is an asset.

#### **OTHER JOB REQUIREMENTS**

- Ability to attend and/or conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Travel as required
- Must be available and accessible to the Chief and/or Council for call-ins and for evening/weekend work
- May need to provide a CPIC upon request

**LOCATION:** Beardmore, ON    **SALARY:** In accordance with AZA's approved scale

**Please forward your resume with a covering letter and three references to:**

Priscilla Graham, Band Administrator  
Animbiigoo Zaagi'igan Anishinaabek  
Box 120, Beardmore, Ontario P0T 1G0  
Email: [pgraham@aza.ca](mailto:pgraham@aza.ca) Fax: (807) 875-2786

**We thank you for your interest, but only those granted an interview will be contacted.**