

OKIB IS HIRING

COUNCIL SECRETARY



JOB DESCRIPTION

The Okanagan Indian Band has an exciting employment opportunity for a **Council Secretary!**

The Council Secretary is responsible for providing full administrative services to the Chief and Council. The Council Secretary assists with scheduling and recording the minutes of the Chief and Council meetings, planning and preparation of meetings and conferences, creating agendas and kits, and distribution of meeting minutes for Council Meetings, General Band Meetings, Commission and Committee meetings, and other meetings as required. The Council Secretary ensures that Chief and Council is provided with all related documentation required in their meetings. This position will require a highly organized individual with the ability to manage many tasks and track multiple files.

BENEFITS PACKAGE

OKIB has a comprehensive benefits package consisting of:

- 3 Weeks' Vacation Pay
- Extended Health and Dental Benefits
- Employer Matched Pension Plan
- 15 Statutory Holidays
- Paid Winter Holiday Break
- Discounted Silver Star Lift Passes
- Cultural Leave
- Retention Bonuses after years service
- 15 Paid Sick Days
- Paid Personal Leave
- Employee Assistance Program
- Professional Development Opportunities

WHO WE ARE LOOKING FOR

You have education, experience, or carry a willingness to learn. You are community-minded, detail-oriented, and an excellent communicator.

- Legal Secretary Certificate, Diploma in Business Administration, Communications or Business Administration preferred
- An equivalent combination of education and experience may be considered
- Valid BC Driver's license, Class 5 and reliable vehicle
- 2+ years working in governance
- Progressive experience in an office environment managing confidential information
- Extensive experience providing senior level administrative support
- Data management
- Advanced knowledge of the Microsoft Office Suite
- Advanced experience drafting and preparing agendas and taking meeting minutes
- Experience using iCompass Meeting and Agenda Management Software preferred
- Experience coordinating and planning travel arrangements; travel advances and expense claim forms
- Meeting and Event planning
- Experience working with First Nations communities

WHAT WE OFFER

The OKIB offers a welcoming team environment and a rewarding job experience as you join us in providing services to the Okanagan Indian Band. We offer benefits and provide training to enhance your skillset and provide the best service possible to the community.

37.5 hours per week | Start Date: ASAP

Wage: \$25.00 - \$35.00 per hour

Deadline for application: September 22, 2023

Preference may be given to those having knowledge and experience of Okanagan culture and traditions.

COUNCIL SECRETARY

SUPPORTS NEEDED



- Provide office support services in order to ensure efficiency and effectiveness of Chief and Council
- Receive and direct telephone and fax messages
- Maintain general filing system including filing all correspondence
- Technical Administrator of board meeting software (iCompass)
- Assist in the planning, communication and preparation of meetings; including the meeting agendas and kits, facility rental bookings, and conference telephone calls
- Assists in taking minutes and recording of meetings; drafting and distribution of minutes
- Assist in the planning, communication and preparation of community meetings; inclusive of agendas and kits, facility rental bookings and meals, coordinating guest speakers
- Assists in preparing facilities for community meetings; coordinate assistance to set up tables and chairs
- Research relevant information for Briefing Notes to assist Chief and Council to make informed decisions
- Administrative support for Chief and Council objectives, as required
- Prioritizing and finalizing Chief and Council calendars (internal & external appointments/events/meetings)
- Ensure all relevant/supporting documentation is attached to briefing notes
- Provides information and communication for the OKIB website to the Communications and Grants Coordinator
- Responding to public inquiries
- Participates in community events as requested
- Liaise with Okanagan Indian Band Directors and Managers in preparation of Council meeting agenda
- Attends staff meetings when required
- Performs all duties and responsibilities in accordance with the OKIB policies and procedures
- All persons employed by the Okanagan Indian Band may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties
- Perform other duties as required

This position is also to be expected to be “on-call” outside of regular working hours to address emergencies that are pertinent to Chief and Council.

The successful applicant will be required to provide three references and a Criminal Record Check that includes the vulnerable sector.

Please send a resume, cover letter and references in any one of two ways:

Email: recruiting@okanagan.org

Mail or drop-off at 12420 Westside Road, Vernon V1H 2A4

If you have accessibility needs, please contact Hollie Lachuk @ 250-542-4328 ext. 1011

Preference will be given to qualified Aboriginal Applicants as per section 41 of the Human Rights Code.