



# Governance Development Network (1856364 Ontario Inc.)

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## **JOB DESCRIPTION**

### **POSITION TITLE:**

**ADMINISTRATIVE ASSISTANT**

### **REPORTING PROTOCOL:**

**REPORTS DIRECTLY TO THE EXECUTIVE DIRECTOR**

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**POSITION SUMMARY:** Reporting directly to the Executive Director, the Administrative Assistant is responsible for providing assistance as required and as directed for the Executive Director including but not limited to arranging schedules and meetings, organizing files and records, recording and processing meeting minutes, communicating with GDN members, FN communities and organizations, GDN Board and others in a timely and efficient manner and for carrying out other duties and assignments as required.

### **PRIMARY DUTIES:**

1. To assist the Executive Director in all areas of activities as required and as directed in an efficient and professional manner.
2. To record and process minutes of Board & AGM meetings, including preparing and distributing the meeting agendas on direction of the Executive Director.
3. To provide Receptionist duties as required, answering telephone and personal inquiries in an efficient and professional manner.
4. Operates in accordance with and ensures compliance to the GDN Finance and HR policies and procedures as may be updated and amended from time to time.
5. Other duties/tasks/responsibilities as required and as assigned.

### **SECONDARY DUTIES:**

- 1) Maintain FN community and organization database, reviewing and updating as required and as assigned.
- 2) May be required to update the GDN website as required and as assigned.
- 3) Maintain the files and records for the GDN office, reviewing and updating as required and as assigned.
- 4) Attend any Board Meetings and other meetings, conferences and workshops as assigned by the Executive Director.

- 5) Attend appropriate workshops, seminars, and training sessions as required and as assigned by the Executive Director to remain current and up-to-date on topics of concern to the work assignments for the position.

**SUPERVISION:** This position is not a supervisory position.

**EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Post-Secondary diploma in Business Administration or other related field required or a minimum Grade 12 with two (2) years' work experience in a similar or related position with a proven demonstration of skills.

**SKILLS REQUIRED:**

- Must have the ability to work in and contribute to a team environment.
- Must have a proficient level of communication skills, verbal and written, and be comfortable dealing with the public.
- Must possess a proficient level of organizational and time-management skills.
- Must have a proficient level of computer skills in areas suitable to the requirements of the position, but specifically Microsoft Office and Outlook including calendar set up and sharing.
- A background in accounting is an asset.
- Must be willing to work flexible hours including evening and weekend hours if required based on the needs of the tasks and activities assigned by the Executive Director.
- Must have the capacity to take initiative and to multi-task at times to accomplish the tasks and activities assigned.
- A knowledge and understanding of the First Nation environment and culture is an asset.
- Must possess a current and valid Driver's License and dependable vehicle.
- May be required to submit a CPIC (Criminal records check) on request if working with children, youth or the elderly.