



An Affiliate of the Métis Nation of Alberta

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metiscrossing.org

Executive Assistant

Location: Métis Crossing, Smoky Lake, AB and virtual

Closing Date: Open until suitable candidate found

Position Status: Full time, Permanent

The Opportunity

Métis Crossing is Alberta's first major Métis cultural destination where we share and celebrate the Métis culture with all people! With its unique design that combines both traditional and contemporary Métis craftsmanship, The Lodge and Gathering Centre at Métis Crossing are a special blend of comfort, culture, and Métis history. Both offer scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered at this very spot. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks. A full-service banquet kitchen within the Gathering Centre also services events and the main restaurant.

The Executive Assistant will have the primary responsibility of providing support to the CEO and Board of Directors. This role will also provide administrative support to the leadership team as needed. This includes but is not limited to the execution of schedules and maintaining of an effective workflow in the office. The Executive Assistant will also be responsible for coordinating internal meetings, ordering administrative supplies, taking meeting minutes, board meetings support, and other organizational tasks. This dynamic position requires superior organizational and time management skills, strong computer skills, the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Key Responsibilities

- Provide direct administrative support to the CEO.
- Provide administrative support to the Leadership team as needed.
- Provide support and calendar management for CEO and manage travel arrangements.
- Co-manages the CEO's email; follows up on requests and tasks to ensure completion in a timely manner.
- Manage inquiries and requests while troubleshooting conflicts; makes judgments and recommendations to ensure smooth day-to-day engagements.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature.
- Provide a bridge for smooth communication between the CEO's office and internal/external departments, demonstrates leadership to maintain credibility, and trust, having a sense for the issues taking place in the environment and keeping the CEO apprised.

- Draft internal and external correspondence (forms, letters, and other documents) and distributing them as directed.
- Prepare board meetings agendas, records, and distribute meeting minutes, board travel, and maintain organized files of same.
- Responsible for completing the Board's travel expenses and submitting to finance for processing.
- Identify organization's administrative risks and make recommendations for risk mitigation.
- Oversee and maintain office administrative processes and procedures.
- Develop, coordinate, and complete organization's administrative special projects, databases, office inventories, templates, and contact lists.
- Maintain adequate office supply of all department supplies used within the department.
- Perform administrative functions such as filing, answering phone calls, and responding to emails.
- Fostering professional relationships with internal partners, stakeholders, customers, and contractors.
- Act as an ambassador for Métis Crossing.
- Maintain professional demeanor and ability to manage heavy workloads without loss of composure.
- Build strong working relationships with internal team and external stakeholders.
- Work cohesively with all team members.
- Other duties as assigned.

Skills & Competencies

- Excellent communication and interpersonal skills; ability to effectively communicate both verbally and in writing with co-workers and external stakeholders.
- Strong political and cultural sensitivity.
- High level of integrity and professionalism.
- Ability to work individually, as well as part of a team.
- Experience working with diverse teams of varying cultural backgrounds and ages.
- Strong organizational skills and attention to detail.
- Excellent analytical, decision-making, and problem-solving skills; demonstrated experience in conflict management.
- Demonstrated ability to effectively manage and prioritize requests, multi-task, and meet tight deadlines and demands of unpredictable activities, capable of handling pressure and challenges in a dynamic business environment.
- Excellent communication skills with the ability to listen, interpret, and convey messages appropriately. Communicate effectively and courteously with guests, colleagues, leadership team, and the board of directors using different methods including in person, in writing, and by telephone.
- Ability to identify and respond to sensitive community, organizational, and provincial council issues, concerns, and needs.
- Ability to maintain a high level of confidentiality in all interactions. Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Knowledge of Alberta history and cultural diversity.

- Knowledge of Métis culture, history, and issues affecting Métis people.

Qualifications

- An academic or employment background in administration.
- Minimum of a professional administrative assistant certificate / diploma / degree or two years of administrative experience.
- Proficiency with Microsoft Office suite (Outlook, Word, Excel).
- Proficiency with Google Suite (google forms etc.).
- Knowledge and experience with Purchase Order (PO) systems.
- Knowledge and experience of Métis history, culture, and people.
- Strong computer skills with aptitude for using new software.
- Strong writing, editing, and proofreading skills.

Other Requirements

- Métis Crossing is located in Smoky Lake; this position will require someone to be on the ground frequently in Smoky Lake.
- Ability to work a flexible schedule including days, evenings, weekends, and holidays.
- Must provide Criminal Record Check.

What we have to offer you

- The opportunity to work with an Indigenous organization and be part of an exciting journey towards self-governance.
- The opportunity to contribute to one of Alberta's most exciting tourism destinations in the making.
- Learnings about Métis history and culture and the opportunity to enjoy a rich Indigenous cultural experience.
- Personal development.
- Competitive compensation and benefits
- Employer pension contribution.
- 3 weeks paid vacation.

Please apply online at <http://albertametis.com/careers/>

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.