



# NORTHERN ISGA FOUNDATION

P.O. Box 338, Glenevis, Alberta T0E 0X0 Ph: 780-967-1035 Fax: 780-967-1039

## **Employment Opportunity**

**Position:** Administrative Assistant / Receptionist  
**Reports to:** Executive Director

Under the guidance and support of the Executive Director and Human Resource, the Administrative Assistant/Receptionist is required to generally support the operations and activities of the Northern Isga Foundation.

### **Position Summary:**

The position is responsible for performing various administrative/operational functions that support the Board of Directors, Executive Director, Accounting and the Human Resources and Fleet Operations Coordinator.

### **Primary Focus:**

The primary focus of this position is to provide a broad scope of administrative support to the Northern Isga Foundation Administration. This position is responsible for completion of administrative duties which includes reception duties and is the first contact for clients and external contacts.

### **Specific Accountabilities:**

Provides administrative support to NIF Board of Directors & Administration.  
Organizes board meetings, prepares agendas and minutes of meetings.  
Organizes and maintains administrative records and filing system.  
Prepares and proof-reads a variety of correspondence for grammatical correctness and accuracy.  
Provides reception support as first contact for organization.  
Provides administrative support to the Executive Director, Human Resources and Accounting as required.  
Maintains an organized workspace in order that duties can be properly prioritized and deadlines met.

### **Competencies/Skill-sets Required:**

Excellent organizational, communication and interpersonal skills.  
Strong working knowledge of Word, Excel, PowerPoint, and Outlook.  
Ability to multi-task and prioritize.  
Strong spelling and grammar skills.  
Ability to work independently with limited supervision.  
Positive attitude, friendly personality, positive workplace behaviour.  
Flexibility as some evening and weekend work may be required to support the Board of Directors.

### **Pre-requisites/Requirements:**

Grade 12 Diploma or Certificate in a related discipline such as business or related work experience.  
Must have 2 years administrative/office experience.  
Must provide a current Criminal Record Check (original and within the last 3 months).  
Must have a valid driver's license and own reliable transportation.  
Willing to work at the NIF head office on the Alexis Nakota Sioux Nation.  
Ability to speak Stoney Language is an asset.

**CLOSING DATE: JUNE 20, 2023 @ 4:00 PM**

**Please submit your cover letter and resume to the Northern Isga Foundation Head Office:**

**Address to:** Northern Isga Foundation Human Resource  
Box 338 Glenevis, Alberta T0E 0X0  
**Email:** [jessica.alexis@nif133.ca](mailto:jessica.alexis@nif133.ca)

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