



NORTHERN ISGA FOUNDATION

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

Employment Opportunity

Position: Administrative Assistant / Receptionist

Reports to: Executive Director & Human Resource/Fleet Ops Manager

Under the guidance and support of the Executive Director and the Administration staff, 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/Fleet Operations Manager.

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 as the first contact for the organization.

Specific Accountabilities:

Provides administrative support to the Executive Director, Human Resource and Finance as required.
Provides reception support as first contact for organization.
Organizes and prepares board meetings, agendas and meeting minutes.
Organizes and maintains administrative records and filing system.
Prepares and proof-reads a variety of correspondence for grammatical correctness and accuracy.
Attention to detail for accurate data entry, proofreading documents, and maintaining records
Handling phone calls, emails, and other correspondence while prioritizing urgent matters and maintaining professional communication.

Competencies/Skill-sets Required:

Excellent organizational, communication and time management to handle multiple tasks, prioritize work, and meet deadlines.
Strong working knowledge of Word, Excel, PowerPoint, and Outlook office programs.
Ability to multi-task and prioritize.
Strong written and verbal communication to draft emails, prepare reports, and interact with the Board of Directors and team members.
Ability to work independently with limited supervision.
Positive attitude, friendly personality, positive workplace behaviour.

Pre-requisites/Requirements:

Grade 12 Diploma or Certificate in a related discipline such as business or related work experience.
Must have a minimum of 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.
Flexibility as some evening and weekend work will be required to support the Board of Directors and Executive Director
Ability to speak/understand the Stoney Language is desirable but not mandatory

This employment opportunity is open to Alexis Nakota Sioux Nation band members.

CLOSING DATE: MARCH 25, 2026 @ 4:00 PM

Only those applicants shortlisted will be contacted for an interview.

Please submit your cover letter, resume and Criminal Record Check 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

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