



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Clerk to Council (backfill for leave)	Posting #:	38-2024
Location:	Office at 2026 Kennay Yah Road	Grade:	4 L1
Supervisor:	Executive Director	FTE:	0.50 to 1.0
Key Areas:	Recording and Record Keeping	Hourly Rate:	\$26.70-\$30.20
Effective Date:	Immediate, full time temporary	First Posted:	2024-09-19
		Closes:	2024-10-02

Job Scope

Context: We are seeking a temporary backfill for leave for the Clerk to Council for a period of 2 to 3 months. This is a great opportunity for someone with strong organizational skills and attention to detail to support Council's operations.

Key Responsibilities:

- Serve as a recording secretary during Council meetings by taking accurate and detailed notes.
- Assist with editing and formatting minutes in a clear and concise manner.
- Distribute final draft minutes to the Executive Director for review.
- Assist with preparing meeting agendas and compiling correspondence and documents for regular Council meetings.
- Help manage the Council calendar, including scheduling and making travel arrangements.
- Point of contact for telephone and visitor reception.

Candidate Profile

The ideal candidate is an organized and detail-oriented individual with strong communication skills. This employee is comfortable taking clear and accurate meeting notes, managing schedules, and handling various clerical tasks with professionalism and discretion.

Preferred Qualifications

Experience:

- Experience working in clerical/administrative support role.

Knowledge:

- Mature individual of professional presentation

Skills:

- Proficient in basic computer applications (MS Office, email, Zoom)
- Strong organizational skills and attention to detail.
- Good written and verbal communication skills.

Abilities:

- Ability to work senior level management and senior leaders



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- Ability to handle confidential information with discretion
- Ability to manage time and prioritize tasks.

Other (required):

- Must be available for regularly scheduled Council meetings (Tuesdays)
- Ability to work occasional evenings for special meetings.
- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Satisfactory completion of a police information check.
- Ability to provide your own transportation to and from work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

Work Conditions

This work mainly takes place in office Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. The majority of work occurs at a desk using desktop peripherals. Occasional evening work to take minutes at public meetings.

Application Instructions

Closes: October 02, 2024 at 11:59 p.m. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply.* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.