



INTER-GOVERNMENTAL RELATIONS EXECUTIVE ASSISTANT Blackfoot Confederacy Inter-Governmental Relations

Introduction:

The Siksikaitsitapi – Blackfoot Confederacy is a Tribal Council for the Blackfoot Confederacy Nations of Kainai-Blood Tribe, Siksika, Peigan-Piikani and Aamskapi Piikani. The Blackfoot Confederacy Tribal Council has been established to bring the four Nations together to deal with common issues.

Roles and Responsibilities:

The Inter-Governmental Relations (IGR) Executive Assistant's primary role is to provide advanced administrative duties under the Inter-Governmental Relations and Protocol Agreements. The Executive Assistant will be responsible for providing various kinds of administrative assistance sometimes Executive support with Inter-Governmental Tables. The successful candidate will Organize all Inter-Governmental Correspondence; and is responsible for managing and performing a variety of administrative tasks and support and will report directly to the Intergovernmental Relations Director/Protocol Agreement Coordinator.

The Inter-Governmental Relations Executive Assistant will be responsible for but not limited to the following:

- Organization of Office structure and administration systems; phone, copier, mail.
- Schedule meetings; keep organizational structure for meeting coordination including orders for meetings, accommodations and travel bookings, and travel expenses.
- Inter-Governmental Relations Tables Filing; Binder updating as well as organizing Documents such as MOU Filing and Document Building
- Event Activity Planning as per identified throughout the year.

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- Responsible for overall administrative policies and procedures to ensure all offices are operating at optimal level.
 - Leading the design, inventory, and maintenance of all BCTC Office related property such as hardware, software, office machines, office furniture, etc.
 - Lead in the design, organizing, and maintaining of filing systems for hard copy files and electronic files for BCTC. Organize and prioritize BCTC organizational correspondence.
 - Direct supervision and performance management of Office Assistant, Part-time/On-call staff, and students. Future administrative positions may be added to this group.

The Candidate:

The candidate will hold these qualifications, skills, and abilities:

- Minimum Post-Secondary education in Human Resources or related discipline such as Business Administration, Accounting, or Office Professional.
- Professional Human Resources Designation or ability to attain proper designation.
- Minimum of 5 years related working experience in HR and office management, corporate administration, or general accounting. Experience in budget development, policy development, government contract management/funding reports, grant applications, and major projects coordination is an asset.
- Proficiency in the use of computers, Microsoft Office programs, and relevant office equipment.
- High attention to detail, strong analytical thinking, and problem-solving skills.
- Strong Communication skills: verbal, business writing, reports, electronic communications, and presentations.
- Self-starter with the ability to work independently when required.
- Excellent organizational, planning, prioritizing, and time management skills
- Ability to interact effectively with all levels such as staff, Management, Board of Directors, Leadership, Government Officials, Elders, Youth, and the general public.
- Ability to speak and/or understand Blackfoot is an asset.
- Knowledge of Blackfoot history, culture, traditions, and practices.

Compensation:

Salary to be commensurate based on education, experience, and within the approved salary grid.

Term:

3-Year Full-Time Contract

Contact:

Interested applicants should submit their cover letter, resume, education documents and references by email to Admin@blackfootconfederacy.ca

Deadline:

Tuesday December 19, 2023 at 5pm MST





OFFICE ADMINISTRATOR Blackfoot Confederacy Tribal Council

Introduction:

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Roles and Responsibilities:

The Blackfoot Confederacy Tribal Council (BCTC) Office Administrator is responsible for all Human Resources functions for Blackfoot Confederacy Tribal Council and subsidiary companies/organizations. Managing day-to-day operations of the BCTC Offices; Main Office (Standoff, AB.), Calgary Branch, Red Crow Community College, Amskapi Pikuni, and future office locations. This role will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results. Reporting to the CEO and serving as a member of the Management Team this role's primary responsibility is ensuring organizational effectiveness by providing leadership for all Human Resources and office functions.

The BCTC Office Administrator will be responsible for but not limited to the following:

- Leading and organizing all Human Resources functions; Recruitment and Selection, Training and Development, Performance Management, Employee Relations, Employment Law and Compliance, Compensation and Payroll, Benefits Administration, and HR Systems
- Oversee day-to-day operations of office support services and coordination of all office functions for all BCTC Office locations.

The Project Manager – Environmental Protection & Conservation will be responsible for the following:

- Lead the project, manage data, administration of grant, and financial reporting
- Establish Blackfoot Confederacy (BFC) IPCA Advisory Committee.
- Consult existing IPCA resources including IPCA Creation Guide – this resource includes a guide for creating IPCA's and access to academic and non-academic resources.
- Hold workshops and meetings to engage with the Blackfoot Confederacy communities including:
 - Guardianship of the Eastern Slopes
 - Blackfoot Nation consultation departments
 - Elders
- Engage with conservation Non-Governmental Organizations (NGO's) to identify common conservation priorities.
- Consult with Indigenous groups across Canada involved in IPCA process – including establishes IPCA's and those in development phase.

The Candidate:

The candidate will hold these qualifications, skills, and abilities:

- Bachelors Degree in Environment Protection, Conservation or a related field; plus 5 years of related experience working with Siksikaitsitapi Communities. Equivalency of education and experience will be considered.
- Proficient knowledge and experience with environment protection and conservation legislation and practices.
- Experienced in facilitation or negotiation, and project management
- Knowledge and skill in the use of computers programs and data bases.
- High attention to detail, strong analytical thinking, and problem-solving skills.
- Strong Communication skills: verbal, business writing, electronic communications, and presentations.
- Excellent organizational, planning, prioritizing, and time management skills
- Ability to interact effectively with all levels such as staff, Management, Board of Directors, Leadership, Government Officials, Elders, Youth, and the general public.
- Ability and fluency to speak and/or understand Blackfoot is an asset.
- Knowledge of Blackfoot history, culture, traditions, and practices is a definite asset.

Location:

Blackfoot Confederacy - Calgary Branch Office
7535 Flint Road S.E
Calgary, AB T2H 1J3

Contact:

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