



Siksika Family Services Corporation
Siksika children Services
Executive Coordinator - calgary
Job Posting – LT/FT – 1 year
Closing Date – September 20, 2022



GENERAL STATEMENT OF POSITION:

The Siksika Children's Services (SCS) Executive Coordinator is responsible for providing comprehensive organizational and administrative support to the SCS Director and Program Managers. The Executive Coordinator is responsible for the implementation and delivery of the SCS's Program in accordance to Siksika culture and traditions incorporated by the agency.

SUPERVISION: SCS Director

SUPERVISION EXERCISED: None

LOCATION: Calgary Office

DUTIES AND RESPONSIBILITIES:

- Serves as the confidential assistant to the SCS Management, which includes the Director and Program Managers
- Planning and scheduling meetings and appointments. Ensuring all applicable attendees are informed and aware of meeting dates.
- Preparing meeting materials for Management meetings, Supervisors meetings, and other meetings as assigned by Management. Serve as the recorder for assigned meetings and transcribing minutes, insuring appropriate and accurate information is distributed in a timely fashion.
- Provide phone and communication support, including scheduling and distribution of updates.
- Order and organize supplies and infrastructure, including knowledge base.
- Lead and assist in organization-wide projects and/or changes. Track correspondence and communication history to provide current status on projects.
- Perform all administrative duties as assigned by Management Team.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

EDUCATION AND EXPERIENCE:

- Diploma in Business Administration or related administrative program.
- 5 years related experience working with executive level teams.
- Excellent knowledge of computer programs and associated skills
- Experience working with Siksika families, children or with First Nation Children and families.

WORK ENVIRONMENT:

General Office environment. Some weekend and evening work when required. Must be willing and able to travel to attend meetings off-site. Periods of high pressure due to mandate and timelines.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. on posting closing date. **Please quote Competition # 043-2022 on your cover letter.**

IMPORTANT: All applications *must* be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Checks
3. Three (3) former Supervisor References
4. Copy of Driver's Licence.

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide SFS Human Resources with proof of vaccination. Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.