

# JOB POSTING

## Lands Administrative Assistant

**Reports to:** Director of the Lands Department

**Job Duration:** Two Years Full Time

**Hours of work:** 35 hours per week. Some travel and weekends may be required.

**Location:** Northwest BC, with preference to Dease Lake, Telegraph Creek, Iskut, Terrace, or Smithers with work from home option possible.

**Summary:** The Tahltan Central Government (TCG) is seeking a highly motivated and organized Lands Administrative Assistant to support the Lands Department and Tahltan Stewardship Initiative (TSI). The TSI has the draft vision:

“The Tahltan Nation will fulfill its inherent stewardship responsibilities for all lands, water, air, wildlife, fish and natural resources in Tahltan territory.”

Stewardship is the careful and responsible management of something entrusted to one's care. The TSI will help the Tahltan Nation to plan and manage our land, water, air, wildlife, fish, and natural resources. It will ensure we take care of our territory now and for future generations by conserving wildlife, managing economic development, protecting our environment, our relationships with the land (including culturally significant areas), and asserting jurisdiction over our Territory by furthering our role in and refining shared decision-making processes.

TCG is building internal capacity to support the TSI vision and goals. For this reason, we are seeking a Lands Administrative Assistant to provide mid-level support to the Lands Director and team to ensure the effective and efficient administration of all facets of the Lands Department and issues relating to lands management.

## **Responsibilities:**

- Direct phone calls, emails, correspondence, schedule/appointments, dictation, meeting attendance, minute taking, and other daily routines.
- Become familiar with and maintain the TCG Lands Department office systems, ensuring compliance with internal policies and procedures as well as any external requirements that may apply (information management, filing systems, inventories, scheduling, communications, etc.).
- Provide financial administration and support: ensure accurate GL and project coding for revenue and expenses, facilitate approvals, budget tracking, some project management/support, etc.
- Organize and coordinate all Lands Department meetings and events (information sessions, community engagements, etc.) with other relevant departments.
- Collaborate and liaise with other departments, Band Offices, and external agencies/organizations to align, develop, and implement procedures and processes to improve communications, transparency, efficiency, and business practices.
- Assist (as required) with the coordination and implementation of contracts relevant to projects or works carried out by the Lands Department.
- Attend and participate in relevant training provided.
- Maintain a high level of confidentiality in all interactions.
- Maintain a positive and professional image of the Lands Department, providing quality service, and ensuring all transactions are positive and/or professional.
- Become knowledgeable on all aspects of the Lands Department and issues and activities relating to Tahltan Territory.

### **Qualifications and Requirements:**

- Preference given to a minimum of three (3) years' experience in office administration or coordination however, candidates that demonstrate growth and willingness to learn will also be considered.
- Moderate to advanced computer skills, adept in Microsoft Office and familiarity with MS TEAMS, Zoom and Sync software, with ability to learn new applications as required.
- Experience with facilitation, drafting agendas and scheduling meetings.
- Must possess good interpersonal and communication skills - oral and written.

### **Personal Skills and Attributes:**

- Self-motivated, dependable, and able to work independently with a minimal amount of supervision.
- Strong communication skills.
- Shows leadership initiative and is a team player.
- High degree of trust and confidentiality.
- Detail oriented and able to accurately process and prioritize information.
- Ability to maintain positive, professional working relations with staff, community, and the general public.
- Personable, approachable, diplomatic, and objective.
- Flexible and coachable with eagerness to learn.
- Respectful and culturally aware and sensitive.

**How to Apply:** Please email your resume, with references and cover letter (titled: LAND ADMINISTRATIVE ASSISTANT) to [hr@tahtlan.org](mailto:hr@tahtlan.org) Only successful candidates will be contacted for an interview.

Tahtlan's are encouraged to apply via Ontrack.

Any questions? Contact Nalaine Morin [landsdirector@tahtlan.org](mailto:landsdirector@tahtlan.org) or Kala Hooker [tsi.pm@tahtlan.org](mailto:tsi.pm@tahtlan.org)

**Deadline for Application: Until the position is filled.**

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).