



# Sioux Valley Dakota Nation

## Employment Opportunity

### Self Government

#### Executive Assistant/Coordinator (IRID)

#### Full-Time, Permanent

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**Position Summary:** An Executive Assistant/Coordinator is responsible for managing the schedules and communications of key executives in their company. They prioritize emails and phone calls and arrange meetings and business events.

**Position Duties:**

- Scheduling and organizing meetings and appointments.
- Coordinate with Chief & Council, staff, government officials, vendors, and businesses.
- Prepare materials and briefings upon request.
- Ensure calendar is up to date.
- Ensure correspondence is prioritized: emails, letters, and messages.
- Drafting and editing documents such as memos, reports, and letters.
- Create agendas and take meeting minutes.
- Communicate and organize events, meetings, and community consultations.
- Book online meetings.
- Make travel arrangements, flights, hotels, and car rentals.
- May involve tracking of department timecards.
- Effective organizational & communication skills.
- Must be able to multi-task, communicate efficiently, understand the priorities of the organization, and problem solve.
- Knowledge of computers and technology.
- Willingness to learn new software programs to make the job more efficient.
- Knowledge of physical and digital filing systems.
- Maintains confidentiality on all matters relating to the affairs of SVDN.
- Performs other duties and responsibilities in accordance with the SVDN policies, standards, and procedures, and as directed by the Director of Intergovernmental Affairs.
- Other duties as assigned.

**Qualifications:**

- Valid Manitoba Class 5 Drivers License is an asset.
- Minimum grade 12 education, Business Administration education/experience would be considered an asset.
- Think and plan strategically to support leadership toward achievement of organization Goals.
- Communicate effectively and concisely, both verbally and in writing, including effective presentation skills.
- Strong research skills and analytical skills, including problem solving methodologies.
- Provide optimum service delivery to internal and external clients by focusing efforts on determining and meeting their requirements.
- Influence change and gain necessary support and commitment to change.
- Perform effectively in a multi-disciplinary environment requiring a high degree of motivation and initiative.

**Competition Number: 202337**

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

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Email: [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com)

We thank all those who apply, but only those selected for an interview will be contacted.