



# Yale First Nation

## Xwóxwelá:ihp

### Job Posting Yale First Nation Governance Support Worker

#### **Department**

Administration

#### **Reports To**

Band Administrator

#### **Position Summary**

The Council Support Worker provides administrative and governance support to Chief and Council while assisting with the coordination of meetings, governance records, travel arrangements, community communications, and community engagement activities. This position helps ensure the efficient operation of governance processes by providing organizational and administrative support while working closely with the Band Administrator.

The Council Support Worker does not supervise staff or provide operational direction to departments. All operational matters remain the responsibility of the Band Administrator and department managers.

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#### **Key Responsibilities**

##### **Governance Support**

- Coordinate Chief and Council meeting schedules.
- Prepare agendas, meeting packages, and supporting documentation.
- Attend meetings and record accurate meeting minutes.
- Distribute meeting minutes and supporting documents.
- Maintain Council resolutions, governance records, and confidential files.
- Track Council action items and follow up on assigned tasks.
- Assist with preparing reports and correspondence for Chief and Council.

##### **Administrative Support**

- Coordinate travel, accommodations, and conference registrations for Chief and Council.
- Maintain calendars and meeting schedules.
- Prepare letters, notices, and other administrative documents.
- Organize electronic and physical filing systems.
- Assist with procurement of meeting supplies and materials.



# Yale First Nation

## Xwóxwelá:lhp

- Provide general administrative support to governance activities.

### **Community Engagement Support**

- Assist with coordinating community meetings, engagement sessions, workshops, and information sessions.
- Prepare event registration lists and attendance records.
- Coordinate venue bookings, catering, and meeting logistics.
- Assist with event setup and coordination.
- Help ensure members receive timely information regarding meetings and events.

### **Communications**

- Draft community notices, meeting invitations, and event announcements.
- Assist with newsletters, website updates, and social media notices.
- Maintain community contact and distribution lists.
- Support communication between Chief and Council and community members through approved administrative processes.

### **Records Management**

- Maintain confidential governance files and records.
- Ensure governance documents are organized and securely stored.
- Assist with records retention in accordance with Yale First Nation policies.

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### **Qualifications**

#### **Education & Experience**

- Grade 12 or equivalent.
- Certificate or diploma in Office Administration, Business Administration, Public Administration, or a related field is considered an asset.
- Minimum two years of administrative experience.
- Experience working with a First Nation government or Indigenous organization is considered an asset.

#### **Skills & Abilities**

- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Ability to prepare accurate meeting minutes.
- Strong computer skills, including Microsoft Office (Word, Excel, Outlook, PowerPoint).



# Yale First Nation

## Xwóxwelá:lhp

- Ability to manage multiple priorities and deadlines.
- High level of professionalism, confidentiality, and attention to detail.
- Strong interpersonal and customer service skills.
- Ability to work independently and collaboratively within a team.

### Requirements

- Valid Class 5 Driver's Licence.
- Reliable transportation.
- Ability to work occasional evenings and weekends for Council meetings and community events.
- Successful Criminal Record Check.

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### Working Conditions

- Office-based position with occasional travel within Yale First Nation communities.
- Occasional evening meetings and community events.
- Frequent interaction with Chief and Council, staff, community members, government representatives, and external organizations.

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### Compensation

Salary will be based on qualifications, experience, and Yale First Nation's wage grid.

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### Preference

Preference may be given to qualified Yale First Nation members and other Indigenous applicants.

### Our Commitment

Yale First Nation is committed to strengthening governance, transparency, and community engagement. The Council Support Worker plays an important role in supporting Chief and Council through effective organization, communication, and administrative coordination while helping ensure governance activities are carried out efficiently and professionally.

Please email your resume and cover letter to Janita Peters at [Jpeters@yalefirstnation.ca](mailto:Jpeters@yalefirstnation.ca)