



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting **Administrative Officer**

Position Overview

The Administrative Officer is a key role within the McLeod Lake Indian Band, offering comprehensive high-level support to the Band Administrator and the MLIB Council. This role demands exceptional leadership, organizational, and communication skills to manage a broad scope of responsibilities, ensure seamless operations, and align with MLIB's strategic objectives. The Administrative Officer serves as a trusted partner to the Band Administrator, facilitating collaboration across departments, managing critical projects, and upholding a professional image for the Administration Office.

Key Responsibilities

Strategic Executive Support

- Provide high-level administrative assistance to the Band Administrator, including drafting correspondence, reports, presentations, and briefing materials.
- Act as a gatekeeper for the Band Administrator by managing communications, prioritizing requests, and ensuring timely responses.
- Coordinate and vet documentation for accuracy and alignment with organizational standards before submission to the Band Administrator or Council.

Project and Initiative Management

- Track and monitor progress on key projects, Council directives, and strategic initiatives, ensuring deadlines are met and objectives are achieved.
- Conduct research and compile data to support informed decision-making by the Band Administrator and Council.
- Assist in preparing and managing departmental budgets, providing financial oversight and regular reporting.

Leadership in Scheduling and Coordination

- Manage the Band Administrator's complex calendar, including scheduling internal and external meetings, travel arrangements, and event participation.
- Plan and facilitate Senior Management Team meetings, Council meetings, and other high-level gatherings, including preparation of agendas, minutes, and action item follow-ups.
- Oversee the coordination of annual planning sessions, strategic reviews, and community engagement events.

Stakeholder Liaison and Communication

- Serve as the primary point of contact between the Band Administrator's Office and internal departments, external partners, and government agencies.
- Provide guidance and support to department heads to ensure alignment with the Band's strategic vision and operational goals.
- Collaborate with the Communications team to maintain the accuracy and timeliness of website and social media updates related to Council and Administration activities.

Administrative Oversight and Efficiency

- Develop and maintain centralized systems for tracking key deadlines, meetings, and records.
- Manage the inventory and procurement of promotional items, office supplies, and other resources for the Administration Office.
- Implement and oversee document control and filing systems to enhance operational efficiency.

Event and Emergency Preparedness

- Lead the administrative coordination of MLIB's emergency response exercises, ensuring preparedness and compliance with protocols.



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- Organize special events, receptions, and initiatives, including budget preparation, logistical arrangements, and post-event evaluations.
 - Support emergency planning and liaise with external agencies to maintain updated emergency contact information.
- Policy and Compliance Support**
- Assist in the development, implementation, and monitoring of policies and procedures to ensure compliance with MLIB regulations.
 - Advise on governance matters and ensure adherence to protocols in interactions with the Council and other entities.
- Additional Duties**
- Represent the Band Administrator in meetings, as delegated, and provide detailed briefings on outcomes.
 - Coordinate the onboarding and training of administrative support staff.
 - Undertake other duties and special projects as assigned by the Band Administrator or Council.
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Qualifications

Education and Experience

- Post-secondary education in Business Administration, Public Administration, or a related field.
- Minimum of 5 years of experience in a high-level administrative or executive support role, preferably within a First Nations organization.

Skills and Competencies

- Exceptional organizational skills with the ability to manage multiple priorities and deadlines.
 - Strong leadership and interpersonal skills, with the ability to build and maintain professional relationships.
 - Excellent written and verbal communication skills, including the ability to draft complex documents and facilitate presentations.
 - Proficiency in Microsoft Office Suite and other relevant software.
 - Knowledge of MLIB's governance, culture, and strategic goals is an asset.
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Working Conditions

- Primarily based in the MLIB Administration Office with occasional travel to events and meetings.
 - Availability to work flexible hours, including evenings and weekends, as required.
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Salary and Benefits

- Competitive salary commensurate with experience.
 - Comprehensive benefits package, including health, dental, and pension contributions.
 - Opportunities for professional development and career advancement.
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Attention: Human Resources Director

Email: hrdept@mllib.ca

Opening date: January 24, 2025

Closing date: Until filled.

We thank all interested applicants. However, only short-listed candidates will be contacted.