



Treaty 8 First Nations of Alberta

To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.

c/o Sub-office
18178 – 102 Avenue, Santa Fe Plaza
Edmonton, Alberta T5S 1S7
Telephone: (780) 444-9366 Fax: (780) 484-1465
www.treaty8.ca

EMPLOYMENT OPPORTUNITY

HCoM Administrative Assistant (Permanent Full-time)

The Health Secretariat of Co-Management department of Treaty 8 First Nations of Alberta (T8FNA) is seeking a highly motivated individual with a strong administrative background to fill the permanent full-time position (37.5 hours per week) of HCoM Liaison. This position is responsible for the overall coordination of the administrative activities of the Health Authority. The role requires excellent writing and organizational skills as well as a solid understanding of committee work. The position reports to the Director of the Health Authority under the day-to-day operations of Treaty 8 First Nations of Alberta.

GENERAL RESPONSIBILITIES

- Oversees the administrative and secretarial support on behalf Treaty 8 First Nations of Alberta of all outcomes and decisions including the HCoM Secretariat team for the HCoM committee and sub-committees.
- Ensures the coordination of meetings for the Co-Management Committee and the sub-committees including ensuring the timelines and quality of the materials produced by the Secretariat (e.g. agendas, briefings, and minutes).
- Establishes and implements internal processes including the requisite templates, procedures, and protocols.
- Provides planning and organization regarding the day-to-day operations of HCoM by:
 - Planning, organizing, directing, and controlling the long term, general and day-to-day operations, including preparation of the documents including:
 - annual workplan
 - quarterly reports
 - monthly reports
 - Working closely with the HCoM Liaisons and the HCoM Sub-Committee chairs.
- Coordinating training to Co-Management members, as directed.
- Establishment and implementation of a communications strategy:
 - promote the Co-Management structure.
 - facilitate discussions and dialogue with First Nations organizations, as directed by Co-Management.
 - facilitate liaison with external government and non-government partners, as directed by Co-Management.
 - prepare briefing notes and reports for Co-Management participants.
 - prepare the Co-Management annual report for submission at All Chiefs meetings.
- The HCoM Co-Management Coordinator is a key member of the HCoM Secretariat team and the Treaty 8 First Nations of Alberta Health Department and may be required to carry out additional duties and activities related to the effectiveness and successful implementation of the Health Department and Co-Management work plans.

QUALIFICATIONS

- Post-secondary Diploma specializing in Administration, Office Management, Business Administration, or a related field is an asset.
- 1-3 years of related experience in working in a community support function.
- Direct experience working within a First Nations community in the area of health services management is considered a strong asset.
- A strong understanding of Treaty and Inherent Rights, including the Treaty Right to Health.
- Possess knowledge and understanding of our lands, our people, our culture and our philosophies, and our socio-economic issues.
- Experience with First Nations culture, traditions, and protocol.
- Proven experience in building working relationships with Indigenous communities and partners.

Head Office:
Kee Tas Kee Now Tribal Council
P.O. Box 360
Red Earth Creek, AB T0G 1X0
Telephone: (780) 649-3103 Fax: (780) 649-2841

- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook).

ADDITIONAL REQUIREMENTS

- Possess valid driver's license and own or access to a vehicle,
- Willingness and ability to travel extensively within Treaty 8 (Alberta) territory and other destinations when required.
- Willingness and ability to work after hours and/or weekends as required.
- Willingness to submit to Oath of Confidentiality.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) an asset.
- Note: Employment based on funding

Closing date: May 1 2024

Salary will be dependent on experience and qualifications.

Submit Resumes to: Shelly Gladue Health Authority Director
Treaty 8 First Nations of Alberta
P.O. Box 25579, RPO West Drive Thru
Edmonton AB T5T 7E7
Email: sgladue@treaty8.org

*****Thank you to all who apply,
however, only those selected for an interview will be contacted.*****