



EMPLOYMENT OPPORTUNITY
Maskwacis Cree Tribal Council
POSITION: Executive Assistant

Position Summary:

The Executive Assistant will manage a wide range of administrative duties, including scheduling, correspondence, minute taking, document preparation, meeting coordination, and confidential file management. This role is critical in ensuring the efficient coordination of executive operations, communications, and governance processes while upholding the values, traditions, and protocols of the Maskwacis Cree Nations. The Executive Assistant acts as a key liaison between leadership, community members, partner organizations, and government entities, demonstrating professionalism, confidentiality, and cultural awareness in all interactions.

Duties and Responsibilities:

- Provide administrative support to executive leadership.
- Manage calendars, appointments, itineraries, and meeting schedules.
- Prepare agendas, record and transcribe meeting minutes, and distribute documents.
- Draft correspondence, memos, letters, reports, and other office communications.
- Maintain filing systems, records, contact lists, and administrative documentation.
- Coordinate meetings, presentations, and follow-up tasks.
- Respond to emails, telephone inquiries, and office communications in a timely manner.
- Support program planning, project coordination, and implementation as required.
- Assist with funding applications, reporting, and budget-related administrative tasks.
- Maintain confidentiality and handle sensitive information with professionalism.
- Maintain strict confidentiality and discretion in handling sensitive information.
- Support communications by drafting emails, announcements, and official correspondence.
- Organize events, gatherings, and leadership engagements, ensuring cultural protocols are respected.
- Assist with special projects, proposals, and strategic initiatives as required.

Qualifications

- Post-secondary degree or diploma in Office Administration, Business Administration, or a related field (equivalent education and experience may be considered).
- Minimum 3-5 years of experience supporting senior leadership or executive level positions.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Knowledge of Maskwacis Cree Nations, their governance, and programs and services is an asset.

Working Conditions:

- Must have own (reliable) transportation, hold a valid Alberta (class 5) driver's license, and have vehicle insurance.
- Occasional travel may be required for meetings, training, or engagement with member Nations and partners.

Salary: Salary will be based on experience and qualifications.

OPENING DATE: JULY 20, 2026
CLOSING DATE: Until position is filled

Email applications to: info@mctc.ca

Please Include: Cover letter, Resume, 3 reference letters, criminal record check
*We thank all applicants for their interest; Applicants selected for an Interview will be contacted.