

## **JOB DESCRIPTION**

### **Final Settlement Agreement Administrative Assistant**

#### **SUMMARY:**

In 2016, the Canadian Human Rights Tribunal ("CHRT") found that Canada was discriminating against First Nations children, youth, and families in its First Nation Child and Family Services (FNCFS) program and its implementation of Jordan's Principle. On December 31, 2021, Canada and the other Parties to the CHRT proceeding signed an Agreement-in-Principle ("AIP") in which Canada committed to long-term reform of its FNCFS program and its implementation of Jordan's Principle. Further to the AIP, the Parties are currently negotiating a Final Settlement Agreement ("FSA") to resolve the CHRT proceeding. NAN is developing an FSA Team to continue and complete the FSA negotiation process.

The FSA Administrative Assistant will assist in the planning, organizing, and facilitation of the Chiefs Committee on Children, Youth and Families and other relevant meetings under this portfolio. The FSA Administrative Assistant will work with the FSA Policy Analyst and FSA Team and provide guidance, assistance, distribution of resources, and other support as needed to the NAN Chiefs and communities. The FSA Administrative Assistant will assist the Social Services Director with administrative duties related to the FSA as required.

#### **DUTIES & RESPONSIBILITIES:**

- Assist in planning, development, and organization of meetings related to the FSA.
- Provide general administrative support including preparation of memos, briefing notes, letters, and meeting minutes.
- Be familiar with current community resources, provide options and referrals, and connect programs as needed.
- Develop and maintain good working relationships with NAN communities and/or outside agencies.
- Work with the NAN Communications department in the development of materials as required.
- Complete and maintain reports, including completing required documentation in a timely manner.
- Participate in research projects as required.
- Respond to requests for information.
- Assist with the establishment and maintenance of filing systems.
- Assist in the planning of conferences, meetings, or training sessions.
- Attend meetings, workshops, or other events as required.
- All other duties, as assigned.

#### **ACCOUNTABILITY:**

The FSA Administrative Assistant is under the day-to-day supervision of the Director of Social Services and the FSA Manager with further accountability for overall performance to the Chief Administrative Officer.

#### **COMPETENCIES AND QUALIFICATIONS:**

**Candidates must possess the following skills and attributes:**

- Degree or Diploma in social services, political science, public administration, or related field.
- 3-5 years of related experience.
- Experience working with First Nation Communities, Tribal Councils, and/or government-funded projects and programs.
- Education and/or work experience in justice, children and youth, and/or women's advocacy.
- Knowledge of and sensitivity to the culture and history of First Nations in the NAN territory.
- Excellent interpersonal and verbal communication skills.
- Effective written and computer literacy.
- Must be able to respect confidentiality and make sound decisions.
- Excellent organization and time management skills.
- Class G license Preferred
- Must be able and willing to travel.
- Ability to speak a NAN Language (Cree, Ojibway, or Oji-Cree) is an asset.

PREFERRED/ADDITIONAL EDUCATION, EXPERIENCE AND COMPETENCIES:

- Travel to remote First Nation communities/various meeting locations is required.

**LOCATION OF WORK:** Thunder Bay, ON

**PORTFOLIO:** Social Services – Final Settlement Agreement Team

**CREATED /LAST UPDATED:** March 2022

