



BROKENHEAD
Ojibway Nation
BAASKAANDIBEWIZIIBING

EMPLOYMENT OPPORTUNITY

Department/Unit: Administration	Position: Assistant to Chief and Council	Employment Type: Full Time	Salary Range: \$60K to \$80K
---	--	--------------------------------------	--

JOB SUMMARY

Brokenhead Ojibway Nation is seeking a highly motivated individual for the full-time position of Governance Assistant to Chief and Council. The Governance Assistant will work directly with Chief and Council and be responsible for providing them with administrative support. Areas of support will include but not limited to scheduling, correspondence, taking of meeting minutes, filing, travel arrangements, assisting at special events and other duties as assigned.

QUALIFICATIONS AND SKILLS REQUIRED:

- Exceptional cultural sensitivity in working with First Nations Peoples and governments
- Minimum of grade 12 or GED
- Substantial experience of working in a clerical or secretarial role as asset
- Knowledge of BON traditional ceremonial practices as asset
- Experience working with boards and committees within a First Nation
- Strong organizational and planning skills with the ability to facilitate Council meetings, coordinate meetings for Council with rightsholders and stakeholders, book travel arrangements and respond to Council requests to provide information, sometimes on an urgent basis
- Experience of managing sensitive information with upmost confidentiality
- Willingness to represent BON, including Chief, Council, and staff with integrity and enthusiasm, both publicly and on personal social media platforms
- Must be able to work flexible hours, including evenings and weekends as required
- Exceptional written, verbal and networking communication skills
- Ability to work independently and as a team member
- Excellent administrative skills including typing, minute taking, speaking notes, filing, etc.
- Exceptional time management and organizational skills
- Excellent analytical skills and strong attention to details
- Posses a valid Class 5 Manitoba Driver's Licence and access to a vehicle
- Must be willing to submit a pre-employment and annual drug test

BON offers a competitive compensation package. Preference will be given to Indigenous people, applicants are encouraged to self-declare.

Application Deadline: March 12, 2025 at 4:30pm

Please submit resume, cover letter and three (3) references, including recent or current employer to:

Human Resources Department
Brokenhead Ojibway Nation
Box 180
Scanterbury, MB R0E 1W0

Fax to: (204) 766-2021

Email:
hr@brokenheadojibwaynation.com

We thank all who apply and advise only those selected for further consideration will be contacted.

The Brokenhead Ojibway Nation is committed to equity in employment.

Date posted: February 26, 2025