



Siksika Family Services Corporation SIKSIKA CHILDREN'S SERVICES

Executive Assistant
PERMANENT FULL-TIME
ON-RESERVE
October 2025



Closing Date: OPEN until position is filled.

GENERAL STATEMENT OF POSITION:

The Siksika Children's Services Executive Assistant is responsible for providing comprehensive organizational and administrative support to the Siksika Children's Services Director and Program Managers. Day-to-day responsibilities may include managing schedules and meetings, internal and external communications, responding to emails, taking meeting minutes, and identifying and prioritizing items for attention. Additional responsibilities preparing recruitment forms, overseeing projects and assisting Administrative team on events for the Agency, and providing logistical administrative support to SCS Management in improving operations. Report writing, financial procedural duties and ensuring training compliance for GOA and ISC. The Executive Assistant is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance to Siksika culture and traditions incorporated by the agency.

DUTIES & RESPONSIBILITIES:

- Serves as the confidential assistant to the Siksika Children Services Management which includes the Director and Program Managers;
 - Composing/drafting correspondence and emails with a high level of discretion and confidentiality
 - Drafting reports, and recommendations independently from drafts and/or oral instructions and preparing for the signature of Management.
 - Compile information, assist in reporting processes, and identify gaps and emergent problems.
- Planning and scheduling meetings & appointments. Ensuring all applicable attendees are informed and aware of meeting dates.
- Preparing meeting materials for; Management Meetings, Supervisors Meetings, and other meetings as assigned by Management. Serve as recorder for assigned meetings, taking and transcribing minutes; assuring appropriate and accurate information/actions are recorded and notes are distributed in a timely manner.
- Provide phone and communications support, including scheduling and sending out updates.
- Order and organize supplies and infrastructure, including knowledge base.
- Oversee or assist in organization-wide projects and/or changes. Track correspondence and communication history to provide current status on projects.
- Detail oriented, anticipatory, organized, able to accommodate flexible hours, and work independently in a fast-paced environment while managing confidential information.
- Proactively anticipate business and client service needs, demonstrating resourcefulness and critical thinking.
- Point of contact for SFSC, CICIO, and GOA Identification requests.
- Organize/ Maintain electronic and hardcopy files. Organize and prioritize SCS business correspondence.



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- Performs administrative duties. Photocopying, mail, faxing and filing for management team if required.
- Prepare correspondence on behalf of Director including 'Delegation of Authority'.
- Maintain record of minutes of all management and director meetings.
- Maintain record for all agency, programs and policy directives.
- Provide information to assist with SCS Employee leave records and other related SCS employee documents (staff list, organization structure, delegations, etc.).
- Perform other duties as assigned by Management Team.
- Act as point of contact on behalf of Director with Board of Directors, Treaty 7 office, Blackfoot Confederacy Office, Province Human Services, Federal Government (ISC).

EDUCATION AND EXPERIENCE:

- Diploma in Business Administration or related administrative program and five (5) years related experience in working with executive level teams.
- Completion of computer training or demonstrated computer knowledge and skill.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes, cover letters and the other documents listed below should be emailed to hrm@siksikafamilyservices.com

Please quote **Executive Assistant** in your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.