



Siksika Family Services Corporation
BAND DESIGNATE
Executive Assistant
Siksika
Full-time



Closing Date: September 26, 2026

GENERAL STATEMENT OF POSITION:

The Band Designate Executive Assistant provides confidential executive, governance, and administrative support to the Band Designate. Responsibilities include coordinating governance activities, managing executive schedules and communications, preparing reports and briefing materials, supporting strategic projects, maintaining records/ Case files, Documentation and ensuring effective information flow across departments.

Duties & Responsibilities:

- Serve as the primary confidential administrative support to the Band Designate.
- Coordinate leadership meetings, community consultations, special events, and governance activities.
- Prepare briefing notes, agendas, resolutions, correspondence, presentations, and reports for the Band Designate.
- Liaise, Boards, Tribal Councils, Treaty Organizations, federal and provincial government representatives, and other Indigenous organizations.
- Monitor action items arising from leadership meetings and ensure timely follow-up.
- Support strategic initiatives and special projects as directed by the Band Designate.
- Coordinate travel arrangements, conference registrations, accommodations, and itineraries.
- Assist in the preparation and management of funding agreements, reporting requirements, and leadership submissions.
- Maintain confidential records related to governance, human resources, legal matters, and organizational initiatives.
- Act as a point of contact for community inquiries directed to the Band Designate and route matters appropriately.
- Track emerging issues, identify priorities requiring leadership attention, and provide administrative recommendations.
- Assist with communications, community engagement activities, and leadership announcements.
- Maintain records of Band Designate directives, resolutions, policies, and strategic decisions.
- Manage, organize, and maintain client case files, ensuring all digital and hard-copy records are accurate, current, and securely stored.
- Perform other duties as assigned by Management Team.

Please email hrm@siksikafamilyservices.com for full job description



Siksika Family Services Corporation
BAND DESIGNATE
Executive Assistant
Siksika
Full-time
August 19, 2026



Closing Date: OPEN until suitable candidate is selected

EDUCATION AND EXPERIENCE:

- Certificate or Diploma in Office Administration, or a related field.
- Minimum five (3) years of progressively responsible executive administrative experience supporting senior leadership, elected officials, or executives.
- Experience working within a First Nation government, Indigenous organization, or public sector environment is preferred.
- Experience coordinating governance meetings, maintaining official records, and preparing executive-level briefing materials.
- Knowledge of Siksika Nation governance, culture, history, and traditions is considered a strong asset.

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

Please quote Executive Assistant on 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.