

# YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue  
Edmonton, AB T5S 2G8

## **EMPLOYMENT OPPORTUNITY**

### **CFS Administrative Assistant**

The CFS Administrative Assistant, under the direction of the YTC Child and Family Services (CFS) Program Manager, is primarily responsible for providing administrative support to the CFS Program Manager.

#### **QUALIFICATIONS:**

- Education – Post Secondary Diploma in Business Administration, or relevant discipline required
- Skills – presentation skills, administrative management and planning skills, training skills, communication skills and interpersonal skills, time management skills and organizational skills
- Abilities – must be task-oriented, self-motivated and energetic
- Other characteristics - familiar and known to First Nations customs, practices and values
- Experience – Requires a minimum of three (3) to five (5) years of working experience in administration and management
- Previous work experience in Child and Family Services operations

#### **DUTIES AND RESPONSIBILITIES:**

- Assists the YTC CFS Program Administrator on administrative directives
- Transcribes all meeting minutes and notes
- Coordinates the YTC CFS Technical Working Committee meetings
- Provides direct administrative and office management support to all employees of the YTC CFS Program as directed
- Maintains work schedules and calendars for the administrative staff
- Prepares travel schedules, makes travel arrangements, and makes lodging reservations as required
- Coordinates agendas for the YTC CFS in reference to meetings, seminars, workshops, special projects, and events
- Preparing all documents, reports, and correspondence for the YTC Chief Executive Officer
- Prepare draft reports, background documentation, and research as requested and/or required
- Receive, screen, and/or refer all inbound telephone calls, emails, and visitors for the YTC CFS Program
- Coordinate office and staff activities
- Ensure that all correspondence is distributed to the members of the YTC CFS Technical Working Committee when requested
- Complete reports, process payments for invoices, and perform other duties as requested
- Assist in drafting and editing correspondence, presentations, and official documents
- Maintain a central filing system
- Compile and prepare monthly employee activity reports
- Required to assist with research, community engagements, and other activities

#### **WORKING CONDITIONS:**

- Travel to the member First Nation communities as required and/or requested
- Ability to lift up to 25 pounds

Salary will be determined according to qualifications and experience.  
Salary range: TBD

Please forward a cover letter and current resume to  
Email: [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca) and/ or fax to 587-524-0181

#### **MAIL TO:**

**ATT: Joy Sandy**

3<sup>rd</sup> Floor 17304-105 Avenue  
Edmonton, AB T5S 1G4

\*This employment competition closes on **October 24, 2025**, at 4:30PM. Only candidates who meet the criteria will be contacted.