



## **JOB OPPORTUNITY: BOARD SUPPORT ASSISTANT**

Thaidene Nënë Xá Dá Yáítı (TDNXDY), the operational management board for the Thaidene Nënë Indigenous Protected Area, is seeking an assistant to provide administrative support to the TDNXDY chair, independent facilitator, board members, and associated senior party representatives to ensure smooth and effective board operations.

This is a part-time position. The standard work week is 14 hours. However, there may be slower times and busy times leading into board meetings, so there is a need for a flexible schedule at times.

### **Functions and Duties**

The board support assistant will provide administrative support to the TDNXDY chair, independent facilitator, and Thaidene Nënë manager, including but not limited to:

- Organize TDNXDY meeting logistics;
- Draft agendas and assemble board packages;
- Support facilitation/run errands/attend to logistics at board meetings;
- Take detailed verbatim notes at all TDNXDY meetings and draft meeting summaries;
- Manage and maintain the TDNXDY Dropbox;
- Build and maintain working relationships with the board members through verbal, written, and electronic correspondence; and
- Support the development of the annual workplan and board budget.

The board support assistant will attend all TDNXDY board meetings and will be expected to travel with Thaidene Nënë Xá Dá Yáítı. The assistant may be asked to travel to other events connected to Thaidene Nënë. In general, Thaidene Nënë Xá Dá Yáítı meets once per month for three days. Meetings require approximately three days of preparation prep and four days of follow-up.

### **Minimum Qualifications**

Knowledge, skills, and abilities required:

- Operational knowledge of various computer systems (e.g. Word, PowerPoint, Zoom, Excel);
- Organization, scheduling, note-taking;
- Oral and written communication skills, including spelling, grammar, and editing;
- Initiate and complete projects with minimal supervision;
- Develop, organize, implement, and maintain administrative procedures and systems;
- Knowledge of boards, conservation, co-governance in the NWT an asset; and
- Two years of experience in an administrative support position with a northern Indigenous or public government organization.

The deadline to apply is **August 16, 2024**.

Please contact Iris Catholique, Thaidene Nënë manager for the Łutsël K'édene First Nation, if you have questions and to apply ([manager@thaidenenene.ca](mailto:manager@thaidenenene.ca) | 867-785-0800).