JOB POSTING: YELLOW QUILL FIRST NATION

**Title: Lands Manager Assistant**

**Status: Term Full-Time**

**Reporting to: Lands Manager**

**Wage/Salary: Dependent on Experience**

***Closing Date: April 3, 2023.***

**Position Summary**

Yellow Quill Lands Manager Assistant must be able to perform a wide variety of tasks that require an eagerness to learn on the job, understand instructions and carry them out efficiently within the given deadline. Able to work independently as well as with the YQFN Lands team. Lands Manager Assistant will report directly to the Lands Manager.

**RESPONSIBILITIES & DUTIES**

* Aid in Coordinating meetings, workshops and information sessions involving
* membership and council.
* Keep accurate minutes of lands committee meetings, and ensure all recorded minutes are
* available to membership and council upon request.
* Develop and maintain and efficient filing system for the lands department.
* Maintain land data entry and research as directed from land manager.
* Updating the Yellow Quill lands inventory database as directed.
* Maintain the confidence and integrity of all confidential information relating to Yellow Quill
* Lands Management.
* Provide detailed, accurate and regular reports to the lands manager.
* Maintain the Registry system (FNLRS), Excel and other programs designed for the lands
* department.
* Participate in training sessions or advanced learning for the purpose of professional
* development as directed from lands manager.
* You will perform your duties in accordance with the directives of all Yellow Quill First Nation
* Policies and Laws as ratified by Yellow Quill Chief and Council.
* Assist Lands staff as requested with photocopying, typing, and mailing reports, editing reports,
* Adhere to the YQFN Human Resource policy, Social Media policy, and all other policies YQFN has in place

**QUALIFICATIONS**

* Knowledge of computers a definite asset; word, excel, etc.
* High School Graduate; Grade 12 or GED equivalent
* Valid Driver's License
* Ability to pass a current Criminal Record Check (CPIC) needed
* Enjoy keeping a tidy office with a professional look
* Professional and reliable
* Able to prioritize time-sensitive tasks and take direction from team members
* Good writing skills for letters and e-mails,
* Ability to work well in a team where often responsibilities and tasks overlap
* Able to multi-task and be flexible to change
* Attention to detail is crucial; ability to work in a team environment.

**Perform other duties assigned by Lands Manager**

Please submit a cover letter and your resume no later than **4:30 p.m. on April 3, 2023**:

YQFN Human Resources yqfnhumanresources@outlook.com

Yellow Quill Band Office Box 40 Yellow Quill, SK, S0A 3A0 Fax: (306) 322-2304