**Muskoday First Nation**
**Job Posting**

# INTERIM CLERK TO COUNCIL

**Reports To:**

MFN Chief and Council and the Executive Director

**Job Summary:**

The Interim Clerk to Council, under the direction of the MFN Chief and Council and the MFN Chief Executive Officer, will primarily be responsible to prepare, review, and/ research various forms of correspondence for meetings. This role will also act as a first point of contact for Chief and Council's MOTIONS and establish contact with staff, clients, and the public. The Clerk to Council must possess ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

**Competencies:**

- Attention to Detail
- Client/Customer Focus
- Communication
- Organization
- Ownership
- Professionalism
- Resourceful
- Time Management
- Reliable
- Highest form of Confidentiality

**Job Duties:**

- Acting as a first point of contact: dealing with correspondence and phone calls;
- Research and prepare briefing notes, correspondence and materials that may be required by the Chief and Council and the Executive Director;
- Typing, compiling and preparing reports, presentations and correspondence;
- Meets all assigned deadlines;
- Prepare the agenda prior to the scheduled meetings, by collecting the data required from the Community Members, Department Managers, Staff, and outside delegates;
- Transcript and write minutes in a short deadline of all Council meetings and providing minutes to the departments as needed on a timely basis;
- Provide support to staff to ensure that the findings from Chief and Council meetings are carried out in accordance with the directions of Chief and Council and the Muskoday First Nation Executive Director;
- Oversees duties assigned on a day-to-day basis assisting Chief and Council and the MFN Executive Director;
- Clerical duties such as typing, filing, faxing, photocopying and answering phones;
- Enters data into the computer and processes backups;
- Maintain a strong orderly filing system;
- Policy rewriting and taking minutes of the changes;
- Managing diaries and organizing meetings and appointments;
- Booking and arranging travel, transport and accommodation;
- Organizing events and conferences related to the position;
- managing databases and filing systems;
- collating and filing expenses;
- Assists with other related projects in the office;
- Meets all assigned deadlines.

**Job Requirements:**

- Office Education/Secretarial Course/Business Administration Certificate or from recognized training institution;
- Three (3) years' experience in:
  - Office Setting;
  - Excellent computer skills;
  - Microsoft Office Programs;
  - Maintain sensitive and confidential information;
  - Ability to work under pressure;
  - Excellent organizational, interpersonal and communication skills (oral and written);
  - Ability to multi-task and work with no supervision;
  - interpret and apply policies and procedures when performing assigned tasks;
- Understanding of the MFN Policy and Procedures;
- Knowledge of MFN Governance structure would be an asset;
- Knowledge of First Nations governments would be an asset;
- Fast typing speed;
- Proposal writing/Grant writing would be an asset;
- Driver's License and a reliable vehicle;
- The successful candidate must have a clear and clean CPIC and Vulnerable Sector Check;
- Cell phone.

**Work Conditions:**

- Operation of desktop computer and peripherals
- Extended periods of sitting
- Interaction with employees, management, and the public at large
- Working in a busy office environment with frequent interruptions
- Occasional overtime.

## Application Process:

Please forward applications along with 3 work references to:

Ernie Dreaver, Human resources Officer
Box 99
Muskoday, SK
S0J 3H0

Email: resume@muskodayfn.ca

Deadline for Applications: November 19th, 2026