



**Career Opportunity**  
**Minute Taker (12 month position)**  
**Extended Closing Date: open until position filled**

**General Description:**

Under the direction of the Director of Operations, this position is responsible for providing minutes of all Chief & Council Meetings, or other sub committee meetings, as requested. This position is also responsible for providing records management support

**Responsibilities:**

- Attend Council meetings to:
  - take and record minutes;
  - submit draft minutes to Director of Operations for final edits/approvals and signatures.
- Distribution of minutes and all Council Decisions
- Follow up on action items with Director of Operations/Administration.
- Prepare BCRs, for Director of Operation's review and with approval from Chief and Council.
- Maintain electronic and paper filing systems.
- Attend other meetings to take minutes and submit drafts for approval/distribution
- Other related duties as determined by Supervisor.

**Qualifications**

- Grade 12 diploma with at least one year of office experience.
- Related post-secondary education in an administrative or secretarial program is preferred
- An equivalency of other work experience and/or training will be given consideration.
- Detail-oriented with ability to maintain a high level of confidentiality.
- Excellent written and verbal communication skills.
- Familiarity with the Sipekne'katik Community.
- Strong typing skills using MS Word with ability to learn other software programs.
- Highly organized with ability to maintain a records management system.
- A criminal records check is required.

**Working Conditions**

- Normal work week is 35 hours/week, 7 hours/day.
- Majority of work performed on a computer while sitting
- Work will be performed at both the band office and remote as determined by supervisor.

Full job description available on request.

**Starting Salary:** \$20.58/hour (\$36,387 annually)

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department  
Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those screened in for an interview will be contacted.*