# Job Posting
# Executive Assistant to CFO

**About SERDC:**

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

**What we offer:**

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

**Conditions of Employment:**

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

**Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.**

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

**Closing Date:** all applications must be received by **November 26th, 2026, at 4:00PM.**

**How to Apply:** Apply on our website and specify the position of interest **https://serdc.mb.ca/careers.**

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| **Job Title** | **Executive Assistant** |
| **Reports To** | Chief Financial Officer |
| **Division** | Finance |
| **Department** | Administration |

## Job Purpose

The incumbent reports directly to the Chief Financial Officer to provide executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external communications on all matters pertaining to the office of the Chief Financial Officer. The Executive Assistant also serves as a liaison to the senior management team; organizes and coordinates outreach and external relations.

## Duties and Responsibilities

1. **Executive Support**
   - Provides day-to-day organization and strategic management of the CFO calendar establishing a balance between meeting and office/work time, determining realistic priorities for meeting requests and allowing sufficient flexibility for shifts in response to the fast paced and continuously changing agenda.
   - Communicates directly and on behalf of the CFO with the Directors.
   - Research, prioritizes, and follows up on incoming issues and concerns addressed to the CFO and determines appropriate courses of action, referral and response.
   - Provides administrative leadership to build relationships with associated organizations of SERDC and external partnerships.
   - Coordinates the CFOs travel schedule and complete travel and expense reports on behalf of the CFO.

2. **Administrative Support**
   - Working closely with the CFO providing administrative support and coordination for confidential correspondence, proposals and contracts, reports, and regulatory documents.
   - Prepares written materials including drafting letters, correspondence, memos to staff, Briefing materials, Board meeting materials and other administrative related documents.
   - Prepare agenda and record minutes of meetings as required.
   - Prioritize conflicting needs, handles matters expeditiously, proactively and follows through on tasks to successful completion and to meeting deadlines.
   - Maintains a master e-binder of Board and board committee meetings, minutes, drafts board resolutions and briefing materials for the CFO.
   - Organizes retention of records and ensures complete records for CFO and Finance files.
   - Maintains a system of tracking and follows up to ensure timely completion of finance requests/ work tasks. Brings forward to the attention of CFO any outstanding matters.

3. **Governance Support**
    - Provides administrative support, liaison and coordination for CFO meetings and other governance committees. This includes drafting agendas; coordinating the preparation of reports; providing appropriate information and materials to the meeting attendees; maintaining accurate records of meetings including taking minutes and timely completion within seven working days, preparing correspondence and reports; and tracking and where appropriate acting upon decisions and outcomes.
    - Assists and coordinates board member travel and accommodation arrangements and expense reimbursements as needed.
    - Familiarity with Board bylaws and policies and adherence with applicable rules regarding board and board committee meetings, including advance distribution of materials before meetings in electronic/paper format.
    - Familiarity with organization policies and procedures.

4. **Communications**
    - Edits and completes first drafts for written communication.
    - Assists in the coordination of annual reports in working with the Communications unit.
    - Assists in the Noongom newsletter on administrative related matters.

5. Other related duties as assigned.

## Qualifications/Skills

### Education

- A relevant university degree or college diploma. An equivalent combination of education and experience may be considered.

### Knowledge, Skills and Experience

- Five to seven years' experience providing executive support to a senior leader in a large organization with progressively more responsible roles. Experience working within a First Nations organization is preferred.
- Demonstrated ability to effectively work with decision-makers to achieve solutions to complex problems and sensitive situations.
- Strong written and verbal communication skills and relationship building skills
- Highly motivated and self-directed.
- Ability to work independently.
- Excellent problem analysis and problem-solving skills.
- Demonstrated ability to research, summarize and effectively present information.
- Understand and ability to maintain confidentiality, handle sensitive matters diplomatically and discreetly.
- Ability to think creatively and strategically.
- Strong administrative and organizational skills with demonstrated ability to manage multiple initiatives with tight timelines and competing demands.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint, Adobe Acrobat).

**DESIRED:**
Ability to speak Ojibwe
Life Skills Coaching/training

## Working Conditions

- Standard office hours with occasional flexibility required for meetings or events.
- This role will require occasional travel between different office locations or attending external meetings and events in the communities.
- The role may involve a moderate level of stress while fulfilling the responsibilities associated with the position.
- Possess a valid Class 5 driver's license with reliable vehicle.

## Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to move within the office to attend meetings, retrieve documents, and assist employees.
- Occasionally required to lift and carry materials weighing up to 15-20 pounds (e.g., files, documents, or office supplies).
- Manual dexterity for typing, using office equipment, and filing.