**XX FN Lands & Resource Research Assistant**

The purpose of the XX FN Lands & Resource (L&R) Research Assistant position is to assist in all office support duties and research related to project work under the oversight of the L&R Coordinator.

**Key Duties and Responsibilities:**

Attend to matters related to office administration and (L&R) research, which may include (but may not be limited to), the following:

* Online and archival research
* Review, scan and research documents
* Review, scan and file appropriately incoming documentation for L&R Coordinator
* Prepare outgoing correspondence
* Prepare meeting documents and presentations
* Participate in interviews as needed
* Make calls to set up interviews, set up meetings etc.
* Backup to answer phones
* Support duties as required for various projects as assigned
* Provide written reports on research

**Education and Experience:**

* Proficient with all Microsoft Office Programs
* Experience in online research is desirable
* Required office administrative experience
* Experience with electronic filing systems would be preferred

**Skills and Abilities Required:**

* Basic First Aid;
* Proven computer skills;
* Class 5 (minimum) Drivers Licence.

**Competencies, Personal Attributes and Abilities:**

* Enthusiastic and self-motivated: with a strong ability to work accountably unsupervised.
* Good communication skills: the L&R Research Assistant often will have dialogue and contact directly with the XX FN Community and Chief and Council. The Assistant will also be working with government and the public and must be able to express themselves well and represent the XX FN Community professionally.
* Internal Team Work: The L&R Research Assistant works in a very close environment at the XX FN Administrative Office and will need to support rest of the XX FN team to promote and preserve the XX FN interests in a respectful and confidential manner.
* External Team Work: In addition to internal team work, there will be times when the Assistant will be required to work with an external team of individuals and groups and required to work collaboratively and professionally with all.

**Resumes will be accepted until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We appreciate all interested candidates however only those meeting the criteria for this role will be contacted at this time.**

**All resumes shall be made to the attention of:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director of Operations:**

**(place email address here)**