**(insert First Nation name)**

**Sample Land Code Coordinator Assistant**

**Job Description**

**Position:** Land Code Coordinator Assistant

**Start Date:** (insert date)

**Finish Date:** (insert date)

**Summary**

Assist the Land Code Coordinator in the development of the (insert First Nation name) Land Code.

**Duties and Responsibilities**

Land Code Development Committee

* Record and transcribe minutes
* Photocopy/prepare relevant Committee material
* Perform other related duties as required

Bulletins

* Research information
* Identify key information
* Prepare postage, envelopes
* Prepare packages (fold, stuff and seal)
* Arrange for mail-out
* Arrange for delivery on reserve
* Distribute to members both on and off reserve
* Prepare material electronically for website and e-mail

Calendar of Events

* Identify who the Land Code Development Committee would like to meet with (*elders, youth, staff, family groupings*)
* Identify Information meeting dates/times
* Prepare calendar (information meetings) for membership
* Identify other important community meetings (*not to conflict with Land Code meetings*)

Telephoning

* Contact telephone company and select the best type of Call Management Services
* Develop voice message centre that includes the following:

- Toll free number

- Extension business voice mail

* Update voice mail messages
* Retrieve and log voice mail messages

Website

* Work with web designer
* Research background information
* Scan pictures and information
* Receive and respond to e-mails

Community Meetings

* Prepare agenda
* Coordinate and book meetings
* Identify times, locations and dates
* Identify floor plan and set up
* Set up equipment, tables and chairs
* Assist with booking: caterer, meeting room
* Prepare sign-in sheets
* Record and transcribe minutes
* Identify type of sound equipment and AV required such as:
	+ Laptop computer, projection screen, sound system for recording,
	+ microphones *(standing and table)*, projector for power point presentation,
	+ TV and video, writing pads, pens
* Responsible for:
	+ bringing all relevant printed materials and supplies
	+ storing all documentation and supplies after the meeting
	+ gathering information for the meeting place
	+ follow-up of questions from meetings

Perform other related duties as outlined by the Land Code Coordinator

**Qualifications**

* High School Diploma or GED
* Valid Class 5 BC Driver’s License
* Must Complete a Criminal Reference Check
* Proficiency in MS Office Suite 2007 or later
* Knowledge or the \_\_\_\_ culture, traditions and language
* Excellent organizational and communication skills