

# Meeting Administrator

Duration:

Indeterminate, Full  
Time - Six (6) Month  
Probation Period

Division:

Office of the Council  
of Chiefs

Salary:

\$47,892.00 -  
\$64,681.50 per year  
(37.5 hours per  
week)

Deadline To  
Apply:



## Details

### Purpose:

The Meeting Administrator plays a critical role in supporting the governance and strategic oversight functions of the Council of Chiefs. Operating at the intersection of high-level administration and political coordination, this role is entrusted with full ownership of the planning, execution, and documentation of high-level governance and strategic planning meetings. This includes end-to-end management of Council package submissions, formal agenda development, comprehensive record-keeping, and actionable follow-up tracking.

Serving as a liaison between Council of Chiefs, Office of Council of Chiefs leadership, the Executive Office, and internal/external stakeholders, the Meeting Administrator ensures procedural integrity,

continuity of governance, and the timely execution of Council decisions.

## **Roles & Responsibilities:**

### **Strategic Meeting Leadership**

- Lead the coordination and operational delivery of high-level Council and strategic meetings, ensuring alignment with governance objectives and long-term planning.
- Oversee the meeting calendar, inclusive of regular sessions, special convenings, and strategic planning initiatives.
- Interface directly with the Grand Chief, Council Chairpersons, and senior leadership to ensure all meetings are executed with professionalism, precision, and responsiveness.

### **Council Package Submission and Agenda Oversight**

- Serve as the administrator for Council package submissions, applying rigorous review standards to assess completeness, alignment, and strategic relevance.
- Exercise discretion to approve or defer submissions, ensuring only actionable, well-developed items are tabled for discussion.
- Lead the formal agenda development process in collaboration with Council leadership, prioritizing standing business, emerging priorities, and time-sensitive requests.
- Ensure finalized agendas and accompanying materials are distributed accurately and securely to all relevant parties.
- Establish and maintain agenda-setting protocols and meeting flow.

### **Governance Documentation & Records Management**

- Provide high-level transcription of all governance proceedings, ensuring minutes are comprehensive, objective, and legally sound.
- Manage the minute review and ratification process, coordinating approvals and securing formal sign-off from the appropriate authorities.
- Facilitate the secure storage, accessibility, and institutional archiving of all official meeting records, decisions, and supporting documentation in compliance with OCC protocols and Records Management Unit.
- Implement best practices in notetaking, document handling, and tracking.

### **Decision Management & Accountability Tracking**

- Author official Records of Decision (RODs) and manages the formal issuance of all Council decisions, directives, and instructions to designated recipients.
- Oversee follow-up and accountability tracking to ensure implementation of Council decisions and timely feedback loops to the Chiefs and Executive Office.
- Maintain master documentation and reporting mechanisms on all governance deliverables tied to Council sessions.

## **Education & Experience:**

- DEC in Office Administration, plus one (1) year relevant experience **OR**
- High School Diploma, plus five (5) years relevant experience.

## **Knowledge, Skills & Abilities:**

- Strong verbal and written communication abilities.
- Effective administrative, organizational, and research skills.
- Proficiency in minute-taking.
- Solid knowledge of Microsoft Office applications.

- Strong comprehension skills to accurately capture Council meeting discussions/decisions in minutes and ensure proper follow-up and distribution.
- Demonstrated initiative, sound judgment, and effective problem-solving skills.
- Ability to work both independently and collaboratively within a team.
- Sound comprehension skills, for precise representation of Council Meeting discussions/decisions in the minutes and to ensure all follow-ups are accurately recorded and distributed.
- Sound knowledge of Kahnawà:ke community programs and services and how they function/interact with one another.
- Sound knowledge of external government structures, policies, procedures and programs, including First Nations organizations/institutions, and how they impact the community.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

## Working Environment:

- Five-day work week is performed in an office environment.
- Moderate to high stress due to workload and priorities.
- Occasional travel.
- Moderate overtime.

## Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

## To Apply:

Email your applications with all the required documents to **applications@mck.ca**