

Meeting Administrator

Duration:

Fixed-Term (Maternity Leave Coverage) - Starting ASAP - September 3, 2027, Full-Time - Six (6) Month Probation Period.

Division:

Office of the Council of Chiefs (OCC)

Salary:

\$943.88 - \$1,275.00 per week (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 the Council of Chiefs, the 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.

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To Apply:

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