



Box 32, Wekweètì, NT X0E 1W0
Tel: 867-713-2500 Fax: 867-713-2502

#1-4905 48th Street, Yellowknife, NT X1A 3S3
Tel: 867-765-4592 Fax: 867-765-4593
www.wlwb.ca

Administrative Assistant – FLEXIBLE & PART-TIME OPTIONS
Yellowknife, Northwest Territories

The Tłı̨chǫ People have strong, traditional ties to the land, water, and wildlife, so ensuring responsible use of land and water for the benefit of Tłı̨chǫ People is of paramount importance. The Wek'èezhìi Land and Water Board is an affirmative action employer. Land claim beneficiaries and Indigenous and northern candidates are strongly encouraged to apply.

The Administrative Assistant is based out of the Yellowknife office and provides administrative support to the Executive Director, the Administrative Coordinator, and the entire WLWB team. Working hours and days are flexible.

Responsibilities include supporting financial and records management, and there are opportunities to learn skills in the areas of: policy development, social media, written and verbal communication, financial literacy, information technology, and more! If you are interested in working as part of a team in a supportive and learning environment, we encourage you to apply.

The starting compensation for this position is \$40/hr plus a generous northern allowance. There is potential for pension and medical benefits depending on the number of hours worked per week and there is a Bilingual Bonus Policy for any of the official language of the Northwest Territories. If you would like more information on the position or the organization, or to submit a resume, please reach out to Patti on or before **Sunday, March 17, 2024** at:

Attn: Patricia Magrum
RE: Administrative Assistant Competition
e-mail: admin@wlwb.ca

Masi for your interest in this competition.