

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Grade 12

Position:	Executive Assistant to the Superintendent	Job ID #:	KTCEA.2025.08
Employment Status:	Permanent, Full-time	Closing Date:	July 23, 2025
Location:	To be determined (Edmonton Sub Office or Red Earth Creek Central Office)	Annual Salary:	\$60,065.00 to \$80,087.00 pending education
Job Description:	Reporting to the KTCEA Superintendent, this position is responsible for providing administrative and records management services to the Superintendent		
Qualifications:	 Office Administration Certificate or equivalent combination of education and experience Minimum five (5) years' experience in an administrative role Demonstrated experience supporting personnel in leadership roles Fluency in Cree required Demonstrated knowledge and understanding of First Nations culture, organizations, and communities Excellent verbal and written communications skills Knowledge of standard office administration practices and procedures Strong interpersonal skills and an ability to deal effectively with fellow employees, the Board, and community members Strong attention to detail and strong organizational and time management skills Ability to work independently and as a team member Ability to operate under pressure to meet deadlines Proficiency in Google Suite, Word, Excel, PowerPoint and other applications as required by the role Possession of a valid Alberta Driver's license and ability to travel on a periodic basis 		
Conditions of Employment:	RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment		
Benefits:	We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities		
To Apply:	Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the Job ID #: KTCEA.2025.08 in the email subject line		

Visit ktcea.ca for more information