



Piapot First Nation

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax: 306. 781.4853

Executive Coordinator to Chief & Council – 2 Year Term

Position Available About Piapot First Nation

Piapot First Nation (PFN) is located North East of Regina, with a population of approximately 900 members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

About the Opportunity

We currently have an Executive Coordinator to Chief & Council position to join Piapot First Nation on a full-time basis. Reporting directly to Chief & Council and working in close coordination with the Band Administrator, the Executive Coordinator provides dedicated executive, governance and administrative coordination support to elected leadership. The role ensures that Council meetings, schedules, records, correspondence, briefing materials, Band Council Resolutions and governance follow-up are organized, accurate, timely and confidential. Piapot First Nation offers a competitive salary and a benefit package that includes medical, dental, and pension.

Responsibilities will include, but are not limited to:

- Provide high-level executive and administrative support to Chief & Council, including calendars, appointments, meeting requests, schedules, itineraries, briefing packages, speaking notes and background materials.
- Coordinate Regular and Special Meetings of Chief & Council; prepare agendas and meeting packages; record accurate minutes; prepare Band Council Resolutions (BCRs); and maintain Council decision and action tracking.
- Maintain official Chief & Council governance records, confidential and in-camera files, BCR registers, correspondence and secure digital and physical filing systems in accordance with policy.
- Track Council-approved motions, resolutions, strategic directions and governance actions, communicate administrative direction through the Band Administrator, and compile implementation-status information for Council follow-up.
- Prepare briefing notes, issue summaries, decision papers, executive correspondence, letters, presentations, speeches and other decision-support materials for Chief & Council.
- Coordinate Chief & Council participation in community meetings, leadership engagements, strategic planning sessions, conferences, assemblies, government meetings and external partner engagements.
- Coordinate approved Chief & Council travel, registrations, accommodations, itineraries, event logistics and supporting documentation for travel and expense processes.
- Support administrative tracking of the Chief & Council Office budget and prepare authorized purchase requisitions, invoice documentation and related records through approved Finance procedures.
- Maintain strict confidentiality, political neutrality, sound judgment and professionalism when handling in-camera discussions, personnel matters, legal matters, negotiations and other protected governance information.
- Maintain a clear governance-administration interface by supporting Chief & Council without independently directing Nation operations, Program Managers, Directors or employees unless specifically authorized.
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About the Ideal Candidate

- Diploma or degree in Business Administration, Public Administration, Indigenous Governance, Office Administration, Political Science or a related discipline; an equivalent combination of education and relevant experience may be considered.
- Minimum 3–5 years of progressively responsible experience in executive administration, governance administration, senior administrative support, executive coordination or Indigenous government.
- Experience directly supporting elected leadership, a Board, Council or senior executive office is a strong asset.
- Strong understanding of First Nation governance, Chief & Council processes, motions, resolutions, BCRs, confidential/in-camera records and the distinction between governance and administration.
- Exceptional written communication, minute-taking, briefing-note, report-writing, organizational, scheduling, records-management and follow-up skills; advanced proficiency with Microsoft Office, Outlook and Teams.
- Professional judgment, discretion, political awareness, strict confidentiality and the ability to manage multiple priorities and sensitive matters; valid Class 5 Driver's License and ability to travel as required.

DEADLINE: September 11th, 2026 @ 4:30 pm

If you are interested in applying for this position; please send a cover letter detailing your qualifications with your resume, copies of credentials, and three work-related references to:

Piapot First Nation-Human Resources
General Delivery
Zehner, SK S0G 5K0
Fax: 781-4853 Email: HR@piapotnation.com

We thank all those that apply, however, only those that are selected for an interview will be contacted.