



JOB POSTING: KEMC Senior Executive Assistant

DATE POSTED: April 16th, 2025

APPLICATION DEADLINE: Thursday, May 1st, 2025

Kahkewistahâw Economic Management Corporation (KEMC)

Location: Hybrid

Reports to: Chief Executive Officer (CEO), Chief Operating Officer (COO)

Job Type: Full-time, Salaried position

About Us:

Kahkewistahâw Economic Management Corporation (KEMC) is dedicated to promoting sustainable economic growth, enhancing employment opportunities, and fostering long-term prosperity for the Kahkewistahâw First Nation community. We seek to build a resilient and thriving economy by supporting business initiatives that align with Indigenous values, culture, and vision for the future.

Position Overview:

Kahkewistahâw Economic Management Corporation (KEMC) is seeking a highly organized, detail-oriented, and proactive Senior Executive Assistant to support the CEO and senior leadership team. This pivotal role requires a strong communicator and multitasker who manages schedules, facilitates internal and external communications, and ensures smooth administrative operations for a fast-paced, growing Indigenous economic development corporation.

Key Responsibilities:

- Provide high-level executive support to the CEO and senior leadership team, including calendar management, meeting coordination, and travel planning.
- Prepare, format, and review correspondence, reports, presentations, and briefing materials.
- Coordinate logistics and prepare materials for board meetings, strategic planning sessions, and external engagements.
- Track and follow up on key deliverables, deadlines, and action items for the executive team.
- Maintain confidentiality and handle sensitive information with discretion.
- Support event coordination, special projects, and corporate initiatives as required.
- Assist with communication and coordination between departments, committees, and partners.

Skills and Qualifications:

- Diploma or degree in Office Administration, Business Administration, or related field.
- Minimum 5 years of executive-level administrative experience.



- Exceptional written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Strong time management, organizational, and problem-solving skills.
- Demonstrated ability to work independently and as part of a team.
- An understanding of Indigenous culture, protocols, and business environments is an asset.

Preferred Qualifications:

- Experience supporting senior executives or boards of directors.
- Ability to handle multiple priorities and meet deadlines under pressure.
- High level of professionalism and discretion.
- Familiarity with economic development initiatives and community-based organizations.

Why Join KEMC?

This is an opportunity to play a meaningful role in driving economic growth that benefits the Kahkewistahâw First Nation community. As a Senior Executive Assistant at KEMC, you'll work in a dynamic, mission-driven environment, collaborating with a passionate team dedicated to supporting Indigenous-led economic success. KEMC provides a competitive salary and benefits commensurate with experience.

Please submit a cover letter and resume to: jdelorme@kemcdevelopments.com by Thursday, May 1st.

To find out more about Kahkewistahâw Economic Management Corporation, visit our website:

kemcdevelopments.com