



ONTARIO NATIVE EDUCATION COUNSELLORS ASSOCIATION

Program:	Native Counsellors Training Program (NCTP)
Contract Position:	Administrative Assistant
Reports To:	Program Coordinator
Supervises:	N/A

Summary of Work to be Performed:

Provide a wide range of administrative support to staff, students and the general public. The incumbent must be able to work in a fast paced environment where knowledge of office procedures, the ability to pay close attention to detail and multi-task are key factors for success. As a member of the NCTP team, the incumbent is also responsible for consistently demonstrating and promoting ONECA's vision, philosophy and objectives in regards to his/her contribution to a supportive, nurturing and respectful environment for staff, students and their families.

Scope of Work:

- **GENERAL ADMINISTRATIVE SUPPORT:** Acts as the primary point person for office operations and program staff including but not limited to answering telephone and distributing messages to staff/students, photocopying, providing timely guidance in resolving student and staff inquiries/concerns and/or redirecting to other program personnel when appropriate.
- **OFFICE SET UP:** Oversees the establishment of the NCTP on-site office including but not limited to the physical set up (furnishings and equipment hook up, files, student/staff resources, etc.) Establishes liaison relationships with facility personnel who provide support to the NCTP program (Residency/Student Services, Information Technology, Library, Native Studies, etc.)
- **DOCUMENT MANAGEMENT:** Establishes a secure and confidential filing system for program and student documentation. Compiles and prepares program documentation as needed/requested (correspondence, reports, schedules, etc.) Maintains accurate records of program activities (schedules, minutes of meetings, student records, etc.)
- **BOOKKEEPING/PURCHASING:** Maintains accurate bookkeeping system for program purchases including but not limited to ensuring acquisition of all receipts, administration and tracking of petty cash, preparation of weekly program expenditure reports for ONECA Accountant, collection of Day/Youth camp fees, purchase of office/program supplies as needed/requested.
- **INVENTORY MANAGEMENT:** Develops/maintains inventory tracking system that includes but is not limited to pre and post program delivery inventory; distribution of student texts/materials, oversee dismantle of office upon program completion (pack office/program materials, instructor manuals/materials and other staff materials.)
- **TEAM WORK:** Ensures effective two-way communication at all levels of responsibility. Participates in staff meetings as requested/appropriate. Represents the program and ONECA's commitment to professionalism and academic integrity in all interactions with students inside and outside of the classroom. Seeks always to promote a spirit of collegiality in dealings with other program staff and external constituencies. Assists in a

minimum of 25% of the planning and execution of extracurricular student activities (program Guest Speaker workshops, evening/weekend events).

- **Participate in extra curricular activities**
- OTHER DUTIES AS ASSIGNED- As requested by Program Coordinator and/or ONECA Executive Director.

Qualifications:

- Diploma in Business or related training/certification.
- Minimum of three (3) years experience in office administration and/or equivalent combination of education and experience; preferably in an adult education setting.
- Minimum of one (1) year finance experience (Accounts Receivable/Payable, Record keeping, Petty Cash).
- Strong organizational and interpersonal skills, with demonstrated ability to establish and maintain rapport with students and program staff.
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to First Nation communities.
- Excellent oral and written communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
- Ability to speak a First Nation language an asset.

Conditions of Contract:

- Must be willing to reside on campus for duration of the contract.
- Must be willing to provide a criminal background record.
- Must possess a valid driver's license and proof of insurance.
- Must provide proof of current vaccinations.