

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

December to March 31, 2019

Option to Renew

General Purpose

Perform a wide range of administrative and office support to the ONECA office, to facilitate the efficient operation of the organization.

Main Job Tasks and Responsibilities

- Answer, screen and transfer inbound phone calls
- Prepare and submit monthly reports
- Design and maintain databases
- General clerical duties including photocopying, faxing, mailing, emailing
- Maintain electronic and hard copy filing system
- Prepare written responses to routine inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments, travel arrangements for board and executive director
- Prepare meeting materials and distribute
- Record, compile, transcribe and distribute minutes
- Conduct research and provide support in proposal development
- Assist with the coordination of the Annual Conference
- Report writing and preparation of written correspondence
- Assist with the maintenance of the website and list serve
- Keep informed of plans, policies, objectives, goals, priorities, and general organizational information of ONECA
- Promote ONECA Scholarships and Contests
- Maintain a library of periodicals on education and Counselling
- Research and maintain a database of First Nation Education Documents
- Develop promotional materials, brochures, and advertising materials, a power point presentation to be used as a promotional tool. Distribute ONECA materials
- Ensure that the materials are up-to-date on website
- Provide monthly reports to the executive director
- Keep accurate records of NCTP students, sponsorships, and invoices
- Assist with carrying out committee activities
- Maintain and ensure that office records are accurate and up to date
- Research funding sources for ONECA activities

- Other duties assigned by the Executive Director

Education and Experience

- 3 years' experience providing support at a high level
- Proficient computer skill and in-depth knowledge of relevant software such as Microsoft Office, Access, Photo shop
- Excellent working knowledge of standard office administrative practices and procedures
- Diploma in Office Administration or relevant work experience

Key Competencies

- Excellent research skills
- Problem solving and analysis
- Demonstrate good judgment and decision making ability
- Shows initiative
- Attention to detail and Accuracy
- Good interpersonal skills.
- Punctual
- Ability to work independently as well as a team player.
- Able to maintain accurate records and filing systems.
- Able to follow direction and complete tasks on time.
- Able to organize time and prioritize work
- Ability to work as a team member
- Ability to plan and organize a heavy workload, under pressure and meet deadlines
- Demonstrated ability to work independently with minimal supervision
- Ability to maintain confidentiality of records and information
- Work processing and data entry skills
- Proficient in establishing data bases
- Proficient in preparing moderate to complex documents
- Proficient in operating computer hardware and various computer soft wares
- Skill in the use of operating basic office equipment
- Ability to understand and follow specific instructions and procedures
- Demonstrated knowledge of and experience maintaining a filing system
- Excellent organizing and coordinating skills
- Excellent communication skills
- Appreciation and respect for First Nation education
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Able to work flexible hours when required
- Demonstrate sound work ethic
- Take pride in your work and work place
- Experience and knowledge working in a First Nations Environment
- Understanding of the role of First Nation Education Counsellors

- Understanding of relevant legislation and policies and procedures
- Understanding of First Nation Political Structure
- Understanding of both provincial and First Nation school systems
- Understanding of issues education issues in First Nations in Ontario
- Understanding of the roles of the PTO's
- Understanding of the role and responsibilities of Ministry of Education
- Understanding of the role AANDC has in First Nation Education

Physical Demands

The Administrative Assistant will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. The Administrative Assistant will also be required to assist the executive director during conference and NCTP time, lifting and packing is required and work flexible hours and travel.

Environmental Conditions

ONECA may busy organization during peak times. The Administrative Assistant may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of members, directors, and staff. At peak periods you may find the environment to be extremely busy and may be required to work additional hours during the month. The Administrative Assistant will need excellent organizational, time management and stress management skills to complete the required tasks.

Send your applications to:

Roxane Manitowabi , oneca@oneca.com

Closing date: Until position is filled.