

**ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION (ONECA)
EMPLOYMENT OPPORTUNITY**

Now accepting applications for contract positions in the Native Counsellor Training Program

ADMINISTRATIVE ASSISTANT

Contract Details

Location: Kitchenuhmaykoosib Inninuwug (Big Trout Lake)

Duration: Full time from June 25, 2020 . to August 7, 2020

Conditions of Employment:

- Must be willing to reside in Big Trout Lake for the duration of the contract
- Must be willing to provide a criminal background check.
- Must provide proof of current vaccinations.
- Must possess a valid driver's license and proof of insurance.

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, ability to pay close attention to detail and multi-task are key factors for success.

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, Recordkeeping, 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.
- Experience working in remote communities
- 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.

Please forward resume, cover letter and three references to: oneca@oneca.com

Ontario Native Education Counselling Association
37A Reserve Road, Box 220
Naughton, Ontario
P0M 2M0

Closing Date: 4:00 p.m. March 27, 2020..

ONECA would like to thank all applicants, however, only those selected for an interview will be contacted.