

Administrative Assistant- FULL TIME

AUTHORITY

The Administrative Assistant works on site at 37A Reserve Road, Naughton and reports to the Executive Director.

Purpose

The Administrative Assistant is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner. The Executive Assistant is also responsible for proof reading and typing daily correspondence as well as making travel arrangements.

SPECIFIC RESPONSIBILITIES

1. Proofread and type correspondence, reports, minutes and other related materials
2. Prepare correspondence, compile data, statistics and other information
3. Maintain ONECA membership data base
4. Maintain NCTP student files, and records
5. Provide support to the NCTP program and the coordinator
6. Maintain quality standards for processing documents into finished products
7. Maintain accurate records or processed information
8. Schedule and confirm appointments and meetings, as well as travel and accommodation arrangements
9. Provide secretarial support when assigned to assist with special projects, events, conferences, workshops and meetings
10. Maintain an inventory of office supplies, ensure that office is equipped
11. Coordinate and facilitate ZOOM meetings
12. Perform other duties assigned by the Executive Director and/or Research Consultant

QUALIFICATIONS

- Completion of a secretarial training program
- Have Excellent writing skills
- A minimum of at least two years' experience in an Executive Assistant position
- Experience working with First Nations in the field of education
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment
- Fluency in a First Nations language is considered an asset
- Provide a clean CPIC and provincial child abuse registry checks
- Adhere to ONECA policies and procedures with specific attention to attendance and professional ethics

PERSONAL

- 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
- 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, Chiefs of Ontario, & Tribal Councils
- Understanding of the role and responsibilities of Ministry of Education
- Understanding of the role ISC 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.

Environmental Conditions

ONECA is a 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.

Interested individuals are invited to submit their resumes, along with 3 references to:

Roxane Manitowabi,
Executive Director,
Ontario Native Education Counselling Association,
P. O. Box 220, 38 Reserve Road, Naughton, Ontario P0M 2M0 Email: oneca@oneca.com

DEADLINE FOR APPLICATIONS: Until filled.