

JOB POSTING

Administrative Assistant- FULL TIME EMPLOYMENT OPPORTUNITY

Commencing **As Soon as Possible**

Purpose

The Administrative Assistant is responsible for providing clerical and administrative support to the Executive Director, the Board of Directors, and ONECA programs and projects in order to ensure that services are provided in an effective and efficient manner. The Administrative Assistant is also responsible for general office duties, conference and special event support, and is a valuable and integral part of the ONECA team.

The Administrative Assistant reports directly to the Executive Director

SPECIFIC RESPONSIBILITIES

1. Provide administrative support to ONECA programs, projects, and special events, as well as to the Executive Director, and the Board of Directors.
2. Provide support to the NCTP program, the program manager, and other staff
3. Proofread and type correspondence, reports, minutes and other related materials
4. Compile data, statistics and other information
5. Maintain ONECA membership data base
6. Maintain head office NCTP student files and records
7. Maintain quality standards for processing documents into finished products
8. Maintain accurate and up to date files and records
9. Schedule and confirm appointments and meetings
10. Take minutes at meetings, as required
11. Make travel and accommodation arrangements
12. Support and assist with special projects, events, conferences, workshops and meetings
13. Maintain an inventory of office supplies and ensure that office is equipped
14. Coordinate and facilitate virtual meetings, as required
15. Perform other duties assigned by the Executive Director and/or Board of Directors

QUALIFICATIONS

- Completion, or near completion of office administration training program
- Excellent communication skills
- Experience in an Executive Assistant position, would be a strong asset
- 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 Criminal Record Check
- Adhere to ONECA policies and procedures with specific attention to attendance and professional ethics

PERSONAL SKILLS

- Ability to work independently, and as a team member
- Ability to plan and organize workload while under pressure to meet deadlines
- 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 software
- Demonstrated knowledge of and experience maintaining a filing system
- Excellent organization skills
- Adherence to ONECA policies
- Solid understanding of requirement for cultural awareness and sensitivity
- Ability to work flexible hours when required
- Appreciation, respect, and understanding of the complexity of First Nation education
- Understanding of the role of First Nation Education Counsellors
- Understanding of relevant legislation and policies and procedures related to privacy and confidentiality, record-keeping, reporting, and others that pertain to ONECA.
- A commitment to supporting the healthy development of First Nation communities

PHYSICAL DEMANDS

The Administrative Assistant may experience considerable time sitting and using office equipment, which can cause muscle strain. The Administrative Assistant will also be required to assist the Executive Director and other staff, during conference and other special events, where lifting and packing may be required.

ENVIRONMENTAL CONDITIONS

ONECA is a busy organization with minimal staff. A strong, working team environment is expected. The Administrative Assistant may have to support 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. The Administrative Assistant will need excellent organizational, time management and stress management skills to complete the required tasks.

TERM OF EMPLOYMENT

This position is a full-time (35 hours) permanent position, subject to a probationary period.

LOCATION

This position is located on the Atikameksheng First Nation. The successful candidate will be required to work in the office, full-time. Some flexibility, in consideration of needs specific to the applicant, can be considered.

*All qualified individuals are welcome to apply. Priority will be provided to Indigenous applicants. To apply, send your resume with 3 references to the attention of:

Alicia Cameron
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: ASAP – Until Filled