



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Camp Administrative Trainee

Classification: Contract full-time

Hours: 30 Hours/ week

Rate: 14.00/hr

Location: 30 College St./ 156 Galloway Rd.

**PLEASE NOTE: Applicants must be an Ontario Works (OW) participant living in Toronto. Must not have completed an Investing in Neighbourhoods (IIN) position previously**

### Position Summary

Under the direction of the Supervisor of Administration, the Camp Administrator Trainee will assist the program lead in the following administrative areas:

- Filing
- Scanning/ Archiving
- Communicating to various stakeholders via phone and email
- Editing/ creating documents
- Booking field trips/ events
- Maintaining electronic filing systems
- Researching
- Monitoring & maintaining camper attendance
- Assisting with statistical reporting
- Performing quality control (feedback forms, site visits)
- Assisting with developing policy

### Qualifications

- High School Diploma
- Computer skills (Word, Excel, Outlook)
- The successful candidate will have high literacy in Native Cultures, Urban Native issues, and understand the unique dynamics that exist within the Aboriginal, Inuit, and Métis cultures.
- Written and Oral Communication skills
- Pass a vulnerable sector police records check.
- Previous camp experience would be an asset
- Previous Administrative Experience would be an asset
- Organizational skills, ability to multitask, initiative and respect for confidentiality provide you with unique characteristics that will bring success in this position.

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If you are interested in this job opportunity, please apply by email on or before **January 29, 2018** [hrncfst@nativechild.org](mailto:hrncfst@nativechild.org) quoting reference number **#18-01-01**

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are dedicated to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

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