



KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

CAREER OPPORTUNITY

POSITION: SUMMER STUDENT (Pending Funding)

Administrative Assistant (3)

COMPETITION: 18-05

LOCATION: Various Locations

CLOSING DATE: February 23, 2018 at 4:30pm

JOB SUMMARY: Reporting to the Program Supervisor, and as part of the Child and Family Services team, the Administrative Team Assistant is responsible for providing administrative support to a designated Service Team or Branch Office

REQUIRED QUALIFICATIONS:

- Students enrolled in a College or University program in a field related to the position
- Full-time student during the 2018/2019 academic year and returning to full-time studies in the fall of 2017
- Demonstrate excellent interpersonal skills in order to liaise with a variety of internal and external contacts;
- Excellent organizational and administrative skills;
- Ability to speak a Native language will be considered a major asset.
- Must possess a valid "G" Ontario Driver's license, a reliable vehicle and \$2million rider liability insurance
- Must produce clear Criminal Record Check with Vulnerable Sector Screening and Driver's Abstract

KEY RESPONSIBILITIES:

- Prepares and maintains a variety of documentation on behalf of the designated team and Program Supervisor including e-mails, memos, letters, reports and related documents and ensures the accuracy of grammar and spelling;
- Handles requests for information and other administrative duties as required;
- Acts as a liaison between the Executive Assistant and program support staff to ensure appropriate coordination and follow-up on day-to-day issues;
- Maintains daily appointment calendar including preparing materials and documents in preparation for all meetings;
- Arranges meetings and appointments, prepares agendas and takes and distributes minutes, coordinates all room and facilitates bookings as required, arranges room set-up, orders audio-visual materials and refreshments, etc.;
- Coordinates travel arrangements, hotel accommodations, and conference registration and prepares itineraries;
- Maintains, revises, distributes, and archives policies and procedures in hard copy and electronic formats in accordance with the agency's policy on records storage and retention;
- Ability to work independently and as a team member and willing to assume duties as may be required or directed;

Please refer to our website: www.kunuwanimano.com/employment.htm, for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com, by fax to 705 268-9272 or by mail to:

Human Resources,
Kunuwanimano Child & Family Services
38 Pine Street North, Unit 120
Timmins, Ontario, P4N 6K6

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Only those considered for an interview will be contacted.