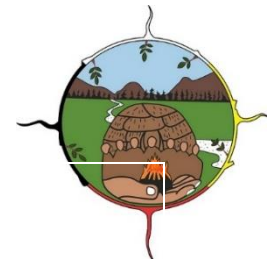


NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES EMPLOYMENT OPPORTUNITY



NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a **one (1) year full-time contract**:

ADMINISTRATIVE ASSISTANT – SERVICES – SUDBURY

Salary Range: \$50,823.00 - \$62,429.00

Overview of Responsibilities

Reporting to the Director of Services, the Administrative Assistant provides a complete range of administrative support services to the Services Department.

QUALIFICATIONS

Education and Experience Requirements

- Business Administration or related diploma
- Four (4) years' experience in an administration position in a First Nation or Aboriginal social services agency
- Experience working with various office systems and equipment

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external services and service agencies
- Knowledge of best practices in administration processes

Special Skills & Abilities

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Ability to work with and meet tight timelines in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work independently with minimal supervision
- Ability to work within a team environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a Criminal Records Check deemed satisfactory by the employer upon offer of employment
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

Wednesday, October 3, 2018 – 4:00pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717 hr@noq.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.noq.ca