



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

EMPLOYMENT OPPORTUNITY

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth 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
EXECUTIVE ASSISTANT – LOCATION TO BE DETERMINED
Starting Salary: \$57,719.00**

Job Summary

Reporting to the Executive Director, the Executive Assistant is responsible for providing senior administrative assistance and support to the Executive Director, Board of Directors and Senior Management Team. This position requires extensive travel locally, regionally and provincially to accompany the Executive Director to assist with managing the governance and operational affairs of the Agency.

Qualifications

- Diploma in Business Administration
- Degree in Business Administration is preferred and would be an asset
- Five (5) years' senior executive administrative experience in an Anishnawbek, non-profit Agency working with Senior Management and Boards of Directors
- Basic knowledge and understanding of the Child Youth and Family Services Act
- Knowledge of external agencies related to child welfare

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- 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:

Friday, March 8, 2019 – 4:00 pm

Hiring Committee

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

Preference will be given to applicants of native ancestry.

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.nog.ca