



KINA Gbezhgomi Child and Family Services

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs and customs

CAREER OPPORTUNITY

We invite applications consisting of: a resume detailing education, work experience, cultural participation and volunteerism for the position of:

ADMINISTRATIVE ASSISTANT (1) 12 MONTH CONTRACT **LOCATION: SUDBURY/MANITOULIN**

Reporting to the Service Manager, the Administrative Assistant provides a complete range of administrative support services to both the Service Manager and to the teams reporting the Manager.

Minimum Education:

- Business Administration or related diploma.

Minimum Experience:

- 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.

Duties and Responsibilities:

- Clerical Support
- Variety of Administrative Functions and Reporting
- Public Relations and Implementation of Financial Processes

DEADLINE: MONDAY, FEBRUARY 3 , 2020 AT 2:00PM

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the full job description. KGCFS offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "Confidential –Administrative Assistant – Sudbury/Manitoulin". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers. Please also detail in your application: education, employment experience, cultural participation and volunteerism.

Applications are accepted by the deadline date via regular mail, in person or email at:

Human Resources
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0

Email: hr@kgcfs.org

KGCFS services is based on a highly specialized approach to the delivery of child welfare in our area. Preference will be given to Anishinaabe candidates (please self-identify). Miigwech for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidates will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of deadline date), Vulnerable Sector Check and Driver's Abstract.