



## KINA Gbezhgomi Child and Family Services Employment Opportunity – Manitoulin Location

Posted 17APR20

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.

### EMPLOYMENT OPPORTUNITY

## EXECUTIVE ASSISTANT

(1) CONTRACT POSITION - UP TO 18 MONTHS

LOCATION: MANITOULIN

#### OVERVIEW:

The Executive Assistant provides administration support exclusive to the Executive Director, Board of Directors and the Senior Management Team including Corporate Management responsibilities.

#### QUALIFICATIONS:

##### Education and Experience

- Executive Assistant diploma or related diploma or degree.
- Minimum of three (3) years experience in a similar position in a First Nations social service agency

##### Knowledge, Skills and Abilities

- Knowledge of Governance operations including administrative responsibilities required of a Non-Profit Corporation.
- Possess knowledge, respect and sensitivity to Anishinaabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of well-being.
- The ability to speak Anishinaabemowin.
- Knowledge of First Nation family structures and culture.
- Demonstrated and significant front-line experience in working with First Nation communities.
- Ability to develop and provide leadership, guidance, motivation and vision to the management and staff of the Agency to ensure a professional standard of services to the First Nation communities, families and children.
- Must be able to work independently with little or no supervision.
- Must have the ability to interact with staff (at all levels) in a fast-paced environment, remain flexible, proactive, resourceful and efficient to work under pressure.
- Must have a high level of professionalism to ensure confidentiality.
- Must possess strong organization, evaluation, problem solving skills, decision making ability and attention to detail are all equally important.
- Must be able to communicate effectively in writing and verbally.
- Working knowledge of Microsoft Office Programs.
- Must be able to work flexible hours.
- Must have a valid driver's license and possess own vehicle.
- Must be willing to authorize a "Criminal Record Search" and sign an "Oath of Confidentiality."

PLEASE REVIEW THE FULL JOB DESCRIPTION AND QUALIFICATIONS ON OUR WEBSITE [www.kgcf.org/employment](http://www.kgcf.org/employment)

### DEADLINE: THIS POSITION IS OPEN UNTIL FILLED

Applicants are encouraged to visit our website at [www.kgcf.org/employment](http://www.kgcf.org/employment) to review the full job description.

Please submit your application marked "Confidential: Executive Assistant". Application must include 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@kgcf.org](mailto:hr@kgcf.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.