Kina Gbezhgomi Child and Family Services is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFGS 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.kgcfs.org/employment

Deadline: this position is open until filled

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the full job description.

Preference will be given to Anishinaabe candidates (please self-identify). Preference will be given to Anishinaabe candidates. 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

KGCFGS services is based on a highly specialized approach to the delivery of child welfare in our area.