



<b>POSITION TITLE:</b>	TEAM ADMINISTRATIVE ASSISTANT
<b>DEPARTMENT:</b>	SUPPORT SERVICES
<b>REPORTS TO:</b>	SUPERVISOR
<b>CLASSIFICATION:</b>	FULL TIME PERMANENT
<b>LOCATION:</b>	PETERBOROUGH (HIAWATHA PERMANENT), ON
<b>POSTING DATE:</b>	JANUARY 4 <sup>TH</sup> , 2020
<b>CLOSING DATE:</b>	JANUARY 18 <sup>TH</sup> , 2021

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

**Purpose of the Position:**

Reporting to the assigned supervisor, the Team Administrative Assistant is responsible for providing administrative and technical support services to the service team or teams to which they are assigned. The Team Administrative Assistant will also provide support to ensure that administrative systems are functioning effectively and efficiently in support of smooth implementation of Dnaagdawenmag Binnoojiiyag services for staff, clients, visitors and the public at large. The Team Administrative Assistant will also be responsible for clerical and reception duties as required.

**Responsibilities:**

**Administrative and Technical Support Duties:**

- Assists with establishing and maintaining computerized and manual filing systems as required.
- Assists with the collation and maintenance of computerized monthly attendance records and other computerized documents.
- Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions and year-end reports.
- Assists with the maintenance of an inventory list and maintenance of equipment, furnishings and supplies.
- When performing Reception duties, greet visitors, ascertain nature of business; assist with troubleshooting problems; refer to appropriate person, department; assist with necessary forms, paperwork, letters; follow-up for resolution; escalate non-routine requests to Executive Director or other Senior Manager (or in branch locations to the Supervisor assigned to that office); ensure reception area is organized and neat at all times.
- Assists with preparations for groups/meetings, conferences.
- Runs errands as required, orders office supplies, and maintains office equipment as



needed.

- Prepare, key in, update, edit and proofread correspondence, requisitions, invoices, presentations, brochures, publications, budget spreadsheets, policies, reports and related material from electronic documents, and handwritten copy.
- Maintains a petty cash fund.
- When acting as a Receptionist, maintains the voice mail system, receive visitors, answer incoming calls, collect and log incoming mail.
- Provide filing, fax and photocopy support to staff as required.
- Liaises with other service providers as deemed appropriate.
- Prepare agendas, meeting packages, and minutes of meetings as requested.
- Coordinate, organize and confirm meetings, conferences, training sessions, travel arrangements, special events, as required.

**Other Duties:**

- Ensures the effective implementation of other duties as determined by the Supervisor.
- Provide in-house IT support as needed.
- Initiate a centralized and digitized document/record keeping system.
- Digitize Dnaagdawenmag Binnoojiiyag historical documents.
- Assist with selection and maintenance of a database software system.
- Special projects assigned tasks and additional regular duties as required.

**POSITION REQUIREMENTS**

**Preferred Requirements:**

- College diploma in business administration or related field OR minimum Grade 12 education with a minimum of five years administrative support experience substantially like this position's responsibilities as listed.

**Knowledge Requirements**

- Have knowledge of standard office procedures.
- Have extensive knowledge of computers and standard computer software programs (e.g. Excel, Word).
- Working knowledge of a multi-line phone system, office equipment: fax, photocopiers, shredder, scanners etc.
- Knowledgeable about the cultures and significant characteristics of the Dnaagdawenmag First Nation communities Métis and Inuit communities.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

**Ability Requirements:**

- Effectively and efficiently use relevant computer software and other office equipment



(e.g. copiers, scanners, etc.).

- Organizational routine office work.
- Communicate effectively with both other staff and clients of the Program.
- Work cooperatively with other staff, management and the Board of Directors.
- Relate effectively to community members.

**Mandatory Requirements:**

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.
- Must be willing to work flexible hours including weekends, evenings and holidays as required.

**ACCOUNTABILITIES:**

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

**WORKING CONDITIONS:**

- You will be provided a working location within your region by the Organization.
- Travel within the catchment area will be required.

**Salary Range:**

- \$45,799.00 – \$54,560.00, depending on qualifications and experience.

**TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
  - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.