



**Employment Opportunity**

**Location: Manitoulin Island**

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.

**EXECUTIVE ASSISTANT**

**(1) FULL TIME - PERMANENT POSITION**

**SALARY: \$57,382 - \$70,572 ANNUALLY**

**OVERVIEW**

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

**EDUCATION & 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 & 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 is an asset.
- 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.
- Can remain flexible, proactive, resourceful, and efficient while under pressure.
- Must have a high level of professionalism to ensure confidentiality.
- Must possess strong organization, assessment, problem solving, decision making, and attention to detail skills.
- Must be able to communicate effectively verbally and in writing.
- Working knowledge of Microsoft Office Programs.
- Must be able to work flexible hours.
- Must have a valid driver's license and possess own vehicle.

**WORK ENVIRONMENT**

- The traditional practices of the Anishinabek, from time to time there can be exposure to wood smoke and the burning of sacred medicines, including tobacco, sweetgrass, sage, or cedar, may occur within the work setting

**DEADLINE: OCTOBER 29<sup>TH</sup>, 2021 AT 4:00PM**

**Applicants are encouraged to visit our website at [www.kgcf.org/employment](http://www.kgcf.org/employment) to review the job description.**  
KGCFs offers competitive wages, a generous benefit package and OMERS pension plan.

Please submit your application marked "Confidential – Executive Assistant". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers. Please include in your application: education, employment experience, and cultural participation. Applications are preferred by email at:

Human Resources – Confidential  
EXECUTIVE ASSISTANT  
Kina Gbezhgomi Child and Family Services  
Main Office - 98 Pottawatomi Avenue,  
Wikwemikong, Ontario P0P 2J0  
Fax: (705) 859-2195  
Email: [hr@kgcf.org](mailto:hr@kgcf.org)

At KGCFs we are committed to providing a barrier-free work environment following 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. KGCFs services are 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.