



Waabnoong Bemjiwang Child Well-Being Agency Development Project

Job Opportunity Administrative Assistant-Alternative Care

Accountable To: Waabnoong Bemjiwang Association of First Nations
Reports To: Resource Manager
Classification: Permanent Full time

Summary of Function:

The Administrative Assistant-Alternative Care for the Waabnoong Bemjiwang Child Well-Being Agency Development Project is responsible, for providing administrative support to the Alternative Care department.

Administrative Services:

- Developing administrative processes including forms
- Prepare professional and confidential correspondence, memos and documents
- Setting up a filing system
- Photocopy and filing of documents
- Schedule and document dates of meetings
- Prepare and distribute agendas, minutes and supporting documentation for meetings
- Arranging for necessary office supplies
- Drafting meeting agendas and taking minutes
- Preparing monthly project reports
- Coordinating meeting and related required resources
- Arranging for resources for cultural ceremonies at meetings including an Elder Honorarium, Ceremonial resources and supports such as wood and helpers for sweats, feasts and fasts, tobacco, sweet grass and other medicines
- Performing other duties as assigned
- Maintain Alternative Caregiver files

Communications and Coordination:

- Developing newsletters
- Developing power point presentations
- Coordinate and organize logistics of meetings
- Assisting with community engagement sessions
- Co-ordinate and organize travel accommodations, meeting space, food and other supplies for meetings
- Assist with special projects when required
- Performing other duties as assigned
- Complying with all organizational policies, procedures and practices.

Education, Knowledge & Experience

- Minimum Administrative/Executive Assistant diploma
- Minimum three years' experience in office administrative management
- Experience coordinating meetings, documenting minutes, developing power point presentations, developing newsletters and reports
- Experience working with Aboriginal people, organizations and communities

Technical Knowledge and Other Requirements

- Computer software knowledge (Microsoft Office suite, Sage 50) required
- Ability to work flexible hours
- Current valid Driver's License with access to reliable vehicle and ability to travel throughout region
- Must be bondable; provide a Criminal/Police Records and Vulnerable Persons Check
- Interpersonal, independence and team skills
- Organized, able to prioritize, multi-task and meet deadlines
- Work effectively as a member of a team
- Ability to learn quickly, exercise good judgment
- Demonstrate excellent interpersonal and communication skills
- Demonstrate high level of professional ethics including maintenance of confidentiality

Vision, Mission & Cultural Sensitivity

- Must be able to demonstrate knowledge and understanding and a commitment to the Anishinabek Nations' vision to take back jurisdiction in child welfare and increase First Nations' capacity to ensure First Nation children are effectively served by First Nation Child Welfare Agencies
- Must provide effective, efficient and culturally sensitive services and demonstrate knowledge and understanding of traditions and the Seven Grandfather Teachings

Salary: Commensurate with Experience and education

Posting Date: October 19, 2018.

***Applications received after this date and time will not be considered)**

*** Please send your Resume with a covering letter by: November 12, 2018 at 4 p.m. be email, fax or mail**

Attention to: Joanne Koehler, Project Manager
Waabnoong Bemjiwang Association of First Nations
940A Main Street, Dokis First Nation, ON
Phone: (705) 705 763 2200 Fax: (705) 857 0447
Email: joanne.koehler@wbafn.com

Individuals of First Nation ancestry are encouraged to apply. Preference will be given to Waabnoong Bemjiwang Association of First Nation members and/or First Nation communities involved in this project.

For a detailed job description, contact: Joanne.Koehler@wbafn.com