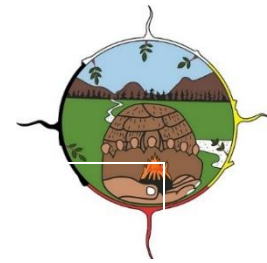


NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES EMPLOYMENT OPPORTUNITY



NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a **full-time permanent**:

EXECUTIVE ASSISTANT – LOCATION TO BE DETERMINED **Starting Salary: \$57,719.00**

Overview of Responsibilities

Reporting to the Executive Director, the Executive Assistant is responsible for providing senior administrative assistance and support to the Executive Director, Board of Directors and Senior Management Team. This position requires extensive travel locally, regionally and provincially to accompany the Executive Director to assist with managing the governance and operational affairs of the Agency.

QUALIFICATIONS

Education and Experience Requirements

- Diploma in Business Administration
- Degree in Business Administration is preferred and would be an asset
- Five (5) years' senior executive administrative experience in an Anishnawbek, non-profit Agency working with Senior Management and Boards of Directors
- Experience working with various office systems and equipment
- Experience working with Aboriginal people, organizations and communities

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Basic knowledge and understanding of the Child and Family Services Act
- Knowledge of First Nation structures, service delivery and customs and traditions
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of best practices in administration processes
- Knowledge of external agencies related to child welfare

Special Skills & Abilities

- Proficient computer skills with MS Office Software
- Excellent planning and organizational skills; Excellent interpersonal and customer service skills
- Excellent conflict resolution and problem solving skills
- Excellent oral and written communication skills
- Excellent administrative and research skills
- Excellent time management skills
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop high level professional documents
- Ability to attend to details
- Ability to manage multiple priorities and work in a fast-paced environment
- Ability to demonstrate a high level of initiative
- Ability to work independently and within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to display a positive helpful attitude
- Ability to adapt to change
- Ability to work with senior executives, Boards of Directors, government agencies and Aboriginal organizations
- Ability to maintain and work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with 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. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

Thursday, May 17, 2018 – 4:00pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717 hr@nog.ca

Preference will be given to applicants of native ancestry.

Incomplete or late applications will not be accepted

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca