

Job Description

POSITION:	Administrative Assistant
ACCOUNTABILITY:	Senior Director
CLASSIFICATION:	Full-time
DATE APPROVED:	May 6, 2025

JOB PURPOSE

The Administrative Assistant provides a complete range of administrative support services to the Agency’s Senior Management Team and Departments. The Administrative Assistant functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Clerical Support:

Provide efficient and effective clerical support to the team.

- Perform clerical functions such as preparing correspondence, faxing, photocopying and filing;
- Record and distribute incoming and outgoing mail and faxes;
- Respond to telephone inquiries for staff and services;
- Ensure open files are provided to appropriate staff;
- Ensure appropriate scanning and closing of files;
- Enter confidential data into Agency databases as required;
- Draft professional documents as directed.

Administrative Functions:

Coordinate and perform day-to-day administrative duties and financial processes.

- Manage and monitor the administrative workload within the team;
- Prepare, organize, schedule and document Agency Team, departmental and other meetings;
- Coordinate logistics for team and staff projects, meetings and events;
- Record and develop meeting minutes as required;
- Prepare and submit documents to the Ministry of Children, Community and Social Services, First Nations and other agencies;
- Conduct research and compile information for draft reports;
- Assist members of the Senior Management Team with the coordination of the annual review of Agency policy and procedure manuals;
- Work within timeframes and manage a high and varied administrative workload of responsibilities on a day-to-day basis;
- Ensure resource material is available for meetings and special events as required;
- Coordinate travel accommodations, travel claims and honorariums as directed by the Senior Directors;
- Assist with special projects when required;
- Coordinate, keep up-to-date and maintain work schedules and calendars of Supervisors;
- Implement financial processes in the performance of duties such as completing purchase orders, cheque requisitions and requests for payment, as well as securing quotes etc.;
- Support the development and implementation of an Agency comprehensive public relations strategy;
- Order, design, develop and distribute public relations pamphlets and supplies;
- Liaise with Ministry staff, CAS, First Nations, lawyers and other agencies and organizations;
- Maintain a calendar of events, respond to requests for attendance at events and coordinate Agency representation in collaboration with the Senior Directors;
- Prepare presentation material for annual general meetings and special events;
- Prepare annual reports, news releases, communiques and newsletters;

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- Schedule and update meetings, speaking engagements and appointments and send reminders to the appropriate member(s) of Senior Management;
- Maintain and present a positive and professional image of the Agency at all times.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Business Administration or related diploma

Minimum Experience

- Three (3) years' experience in an administration position in a First Nation or Indigenous social services agency
- Experience working with various office systems and equipment
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Knowledge of external services and service agencies
- Knowledge of best practices in administration processes

Special Skills

- Excellent computer skills with MS Office Software
- Excellent telephone and interpersonal skills
- Excellent customer service skills
- Excellent written and oral communication skills
- Excellent planning and organizational skills
- Excellent administrative and research skills
- Excellent time management skills
- Excellent analytical and critical thinking skills
- Excellent conflict resolution and problem-solving skills
- Ability to work with and meet tight timelines in a fast-paced environment
- Ability to attend to details
- Ability to demonstrate a high level of initiative
- Ability to work independently with minimal supervision
- Ability to work within a team environment
- Ability to accurately and efficiently record and develop meeting minutes
- Ability to develop professional documents
- Ability to work flexible hours
- Ability to display a positive helpful attitude
- Ability to adapt to change
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

Location to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Administrative Assistant will typically be in an office setting. The Administrative Assistant is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Administrative Assistant will be required to travel to meetings within the district.

The administration of an office setting and team members can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Administrative Assistant to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Indigenous people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Chief Executive Officer, Senior Management Team, Team Supervisors and other staff.

External

This position requires interaction with the Ministry of Children, Community and Social Services, Children’s Aid Societies, other First Nation communities, and all service-related agencies within the First Nation that respond to child welfare service delivery needs, vendors and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date