Job Description

POSITION:	Administrative Assistant – Multi-Year Planning & Community Engagement
ACCOUNTABILITY:	Project Manager – Multi-Year Planning and Special Projects Manager
CLASSIFICATION:	Contract
DATE APPROVED:	July 31, 2019

JOB PURPOSE

Reporting to the Project Manager – Multi-Year Planning, the Administrative Assistant provides a complete range of professional administrative support services to a team of people including multi-year planning and Community Engagement Projects.

KEY JOB FUNCTIONS

Clerical Support:
Provide efficient and effective clerical and reception 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 projects.
- Enter confidential data onto shared drives according to standards, as required.
- Draft policies, procedures and other professional documents and templates as directed.

Administrative Functions:
Coordinate and perform day-to-day administrative duties.
- Manage and monitor the administrative workload within the team
- Prepare, organize, schedule and document team 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 Managers, Senior Management Team, Communities, and other agencies
- Conduct research and compile information for draft reports
- Work within timeframes and manage a high and varied administrative workload of responsibilities on a day-to-day basis
- Ensure resource material and logistical items are available for meetings and special events as required
- Coordinate travel accommodations, travel claims and honorariums as directed
- Assist with other special community projects when required
- Coordinate work schedules and calendars of Multi-Year Planning and engagement projects and keep current.

Public Relations and Implementation of Financial Processes:
Administer financial processes and to develop and distribute promotional material.
- Implement financial processes in the performance of duties such as completing purchase orders, cheque requisitions and requests for payment, as well as securing quotes for venues, gifts, catering, etc.
- Support the development and implementation of an Agency comprehensive communications strategy
- With main lead, order, design, develop and Nogdawindamin's promotional material, along with pamphlets and supplies related to this area.
- Maintain a Community Engagement calendar of events, respond to requests for attendance at events and coordinate all logistics in collaboration with the Manager.
- Prepare presentation material for meetings and special events, including power point presentations, folders, documentation and follow-up and provide updated status via checklist to team.
- Assist in preparing reports, news releases, communiques and newsletters.
- Schedule and update meetings, speaking engagements and appointments and send reminders to team.

Administration and Reporting:
Complete administrative functions and reports, and adhere to Agency policies, procedures and relevant practices.
- Maintain filing system of Multi-Year Planning and Engagement Projects documents
- 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 Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's Human Resources, Finance and other policies and procedures in the performance of duties

Other Duties:
- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

QUALIFICATIONS

Minimum Education
- Business Administration or related diploma

Minimum Experience
- Four (4) years' experience in an administration position in a First Nation or Indigenous social services agency
- Experience working with various office systems and equipment

Knowledge Requirements
- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- 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
- Ability to work with and meet tight timelines in a fast-paced environment
- 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
- Ability to understand and speak Anishnaabemowin is a definite asset

Other Requirements
- Must provide a clear Police Records Check with Vulnerable Sector (VS) Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have $1M automobile insurance coverage.

WORK SITE LOCATION

The location of this position is 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.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, projector, 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 Managers, Supervisors, and other staff.

External
This position requires interaction with First Nation communities, and all related agencies within the First Nation that respond to child welfare service delivery needs, following a wholistic delivery framework.

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