



ANISHINAABE ABINOOJII FAMILY SERVICES

EMPLOYMENT OPPORTUNITY – Internal/External

EXECUTIVE ASSISTANT Full-Time Permanent Location – Kenora

POSITION SUMMARY:

The Executive Assistant is a full-time regular administrative support position. The Executive Assistant is responsible for delivering a wide range of administrative and secretarial support services to the Executive Director, Senior Management, and, as directed by the Executive Director, to the Board of Directors of Anishinaabe Abinoojii Family Services.

QUALIFICATIONS:

- Community College Diploma in Office Administration or a related field with (4) four years senior administrative support experience, however, a combination of education, experience and skills may be considered
- Thorough knowledge of the Child, Youth and Family Services Act and Regulations, the philosophy of Customary Care Services delivery, First Nation communities, family structure as well as local customs and traditions
- Thorough knowledge and understanding of agency philosophy, mandate, policies, procedures, guidelines, protocols and the ability to work within them
- Demonstrated ability to coordinate all administrative and secretarial support services at the executive and governance level including Executive Director, Senior Management, and Board of Directors
- Knowledge of Northern Treaty #3 communities and the First Nations in the Kenora area including tribal and external services and service agencies in the area
- Strong commitment to helping Anishinaabe children and their families by providing services in ways that respect Anishinaabe cultural and spiritual practices
- Commitment to ensure highest level of confidentiality at all times; thorough understanding that all agency matters related to services, clients, staff and all other agency business must be kept confidential
- Proven ability to take direction and also to work productively with little or no supervision and under stress of deadlines
- Excellent planning, time management, prioritization, problem-solving and decision-making skills
- Superior oral and written communication skills and the proven ability to compose well-written correspondence and reports
- Excellent proof-reading skills and attention to detail
- Expert knowledge of the before, during and after steps required to organize staff, team, board and committee meetings
- Proficiency in recording and transcribing meeting minutes
- Demonstrated ability to research and compile statistical information and prepare associated reports and/or presentations
- Must possess excellent computer skills, extensive knowledge and experience working with a variety of software programs and keyboard speed of minimum 50 words per minute
- Ability to answer general inquiries by interpreting legislation, regulations, standards, policies, procedures, directives, guidelines and the agency mandate using good judgment and discretion
- Ability to establish and maintain purposeful relationships with staff, management, Board of Directors, Chief and Councils, Ministry staff, agency lawyers, and all other organization contacts
- Ability to flex daily work hours as determined by the Executive Director
- Must possess a valid Ontario G Driver's License, be willing to travel and provide Driver's Abstract, and
- Ability to speak Ojibway is preferred and a definite asset.

WORKING CONDITIONS:

Normally performed in a typical interior office environment generally working at a set schedule of standard business hours, located in the offices of AAFS. The position will require sitting for long periods of time at a desk. The incumbent will be required to work in an atmosphere of low to moderate noise levels, adhering to strict deadlines and at times consisting of repetitive duties and computer related repetitive motions. Periodic travel is also required.

AAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.

Salary Range: \$56,875 - \$69,753 per annum

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Internal and/or Indigenous applicants. Please self-identify upon applying.

AAFS welcomes and encourages applications from peoples with disabilities and will provide accessibility accommodations as part of the application process upon request.

Applicants resumes may be used to create a qualified candidates list for recruitment of other positions within our organization.

IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER QUOTING FILE #EA2023OUF to:

Manager of Human Resources c/o 20 Main Street South, Kenora, Ontario P9N 1S7 Fax: (807) 548-1345 or
by **E-mail:** AAFS.HumanResources@aafs.ca

DEADLINE TO SUBMIT APPLICATION IS: Open Until Filled