

Administrative Assistant, Director of Programs

Authority

The Administrative Assistant reports directly to the Director of Programs.

Purpose

The Administrative Assistant is responsible for providing administrative support to the Director of Programs.

Specific Responsibilities

- Maintains a daily itinerary for the Director of Programs;
- Schedules and confirms meetings/invitations for the Director of Programs with various individuals/organizations;
- Organizes and coordinates various meetings, prepares minutes and related documentation, resources, schedules, agendas, reports, facilities and logistics for meetings;
- Prepares and processes correspondence on education and other related issues;
- Resolves routine administrative problems;
- Manages and delegates incoming and outgoing correspondence;
- Reviews and edits correspondence, reports, proposals, and work plans;
- Compiles information and data and assists in the preparation of briefing notes, reports, and materials as required;
- Drafts or prepares responses to correspondence as required;
- Attends meetings with the Director of Programs as required;
- Provides administrative support when necessary for special projects, conferences, workshops and other directly related activities of the MFNERC;
- Maintains filing systems, processes, and updates files, records, and/or other documents;
- Attends Administrative Support Meetings as required;
- Maintains log of inquiries and responds to inquiries concerning activities and operations of program as required;
- Performs other duties as assigned.

Qualifications

Education & Experience

- Post-secondary education with a minimum of five years directly related work experience in office management and administration;

- Experience working with First Nations in the field of education would be preferred;
- Must have a strong understanding of First Nations communities and governance structures;
- Demonstrated experience in decision-making, problem solving, establishment of priorities, dealing with various governance bodies, organizations and communities;
- Ability to deal with highly confidential and sensitive matters;
- Excellent grammatical skills;
- Ability to relate to and communicate well with others;
- Proficient in Microsoft Office software applications;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Excellent oral and written communication skills in technical and plain language writing;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to speak a First Nations Language would be an asset;
- Professional behaviors that personify strong work ethics;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid driver's license and reliable transportation;
- Ability to travel to First Nation communities within Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Tuesday, May 14, 2019** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com