

Research Administrative Assistant (Term)

Authority

The Research/ Administrative Assistant reports directly to the Early Learning Projects Lead under the supervisory function of the Director of Languages and Cultures.

Purpose

The Research Administrative Assistant is responsible for providing administrative support to the Early Learning team.

Specific Responsibilities

- Schedules and confirms meetings/invitations for the immediate supervisor with various individuals/organizations;
- Open and distribute incoming regular and electronic mail and other material; and coordinates the flow of information internally.
- Drafts or prepares responses of correspondence as required for internal stakeholders and external stakeholders;
- Compiles information and data and assists in the preparation of briefing notes, reports, and materials as required;
- Assists in research related activities for special projects including gathering data from project sites;
- Formats, reviews, and edits documents for immediate supervisor;
- Develops, maintains, and distributes templates to support effective reporting, planning, and correspondence;
- Answers telephone and electronic enquiries and relays telephone calls and messages;
- Orders office supplies and maintains inventory;
- Organizes and coordinates various meetings; minute taking
- Arranges travel schedules and makes reservations, etc. for early learning staff and working group members;
- Provides administrative support when necessary for special projects, conferences, workshops and other directly related activities of the early learning team;
- Maintains the program filing system; establish, maintain, process, and update files, records, and/or other documents;
- Resolves routine administrative problems;
- Maintains log of inquiries and responds to inquiries concerning activities and operations of program as required;
- Performs basic bookkeeping functions;
- Attends Administrative Support Meetings as required;
- Performs other duties as assigned.

Qualifications

Education & Experience

- Post-secondary education in Business, Bachelor degree, etc.;
- Experience working with First Nations in the field of education would be preferred;
- Excellent grammatical skills;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Fluency in a First Nations language is considered an asset;
- Excellent oral and written communication skills in technical and plain language writing;
- Proficient in Microsoft Office software applications;
- Ability to relate to and communicate well with others;
- Ability to deal with highly confidential and sensitive matters;
- Ability to set priorities and organize workload effectively and efficiently;
- Appreciate and respect for First Nations education reform strategies;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- 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 Open Until Filled 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 qualified First Nations applicants; 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