

## **ADMINISTRATIVE ASSISTANT**

### **AUTHORITY**

The Administrative Assistant reports directly to the Assistant Director of Inclusive Education.

### **PURPOSE**

The Administrative Assistant is responsible for providing administrative support to the Assistant Director of Inclusive Education and program staff.

### **SPECIFIC RESPONSIBILITIES**

- Respect and apply First Nations knowledges, languages, cultures, and world views, in practice;
- Schedules and confirms meetings/invitations for the immediate supervisor with various individuals/organizations;
- Maintains a daily itinerary for the immediate supervisor;
- Opens and distributes incoming regular and electronic mail and other material; and co-ordinate the flow of information internally and with other units;
- Drafts or prepares responses to correspondence as required;
- Compiles information and data and assists in the preparation of MFNERC briefing notes, reports, and materials as required;
- 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 relay telephone calls and messages;
- Orders office supplies and maintain inventory;
- Organizes and coordinates various meetings;
- Arrange travel schedules and make reservations, etc. for program specialists and supervisor;
- Provides administrative support when necessary for special projects, conferences, workshops and other directly related activities of the MFNERC;
- 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 various meetings as required;
- Performs other duties as assigned.

## QUALIFICATIONS, EDUCATION AND EXPERIENCE

- A minimum High School Diploma and Business Education or equivalent with five years administrative experience;
- Excellent grammatical skills;
- Experience working with First Nations in the field of education would be preferred;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment
- Fluency in a First Nations language is considered an asset;
- Flexibility to travel by air and road to First Nations throughout Manitoba;
- Excellent oral and written communication skills in technical and plain language writing;
- Proficient in Microsoft Office software applications;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- 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.

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. Thursday, October 6, 2022:**

**Human Resources  
Manitoba First Nations Education Resource Centre Inc.  
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9  
Email: [employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. 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](http://www.mfnerc.com)**

**Posted: September 22, 2022**