

Shingwauk Kinooamaage Gamig- Position Description

POSITION: Executive Assistant

RESPONSIBLE TO: Director of Operations

SUMMARY OF FUNCTION:

The Executive Assistant provides high-level professional services to the Director of Operations in the following areas: governance, human resources, financial management, community engagement, and facilities management. The Executive Assistant is also responsible for the coordination and planning of various meetings and assisting in the ongoing development of policies and procedures that will guide the ongoing growth and development of Shingwauk Kinooamaage Gamig.

In the spirit of our ancestors and our Treaty, ensure professional, ethical and moral conduct in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator by upholding the Seven Grandfather Teachings of Nbwaakaawin (Wisdom), Zaagidwin (Love), Mnaadendmowin (Respect), Aakdehewin (Bravery), Gwekewadziwin (Honesty), Dbaadendizin (Humility) and Debwewin (Truth).

ORGANIZATIONAL RESPONSIBILITIES:

- Supports the Director of Operations in the coordination and management of human resources, governance, oversight of the group pension plan, policy development, maintenance of human resources, financial management, facilities management, attendance management, coordination of staff training, and reporting requirements to various funding partners.
- Providing support and overseeing the coordination of meetings including community engagement, scheduling meetings, preparing, and distributing meeting materials, summarizing, analyzing, and following up on tasks.

- Providing administrative support to a variety of tasks both off-site and in the office with respect to travel, events, meetings, and conferences.
- Responsible for managing and prioritizing multiple tasks and projects and providing executive-level administrative and clerical support to the Director of Operations.
- Assisting the Director of Operations in the oversight required in managing various projects, outcomes, and deliverables.
- Assists the Director of Operations in coordinating facilities management by arranging repairs and maintenance.
- Developing and managing systems and processes for filing, financial planning, budget administration, contract management, time management of staff, invoices, and travel expense processing.
- Provide administrative support in coordinating community engagement sessions and community outreach opportunities.
- Participating in and/or coordinating in-house training and retreats as requested.
- Demonstrated ability to work independently or collaboratively to ensure member needs are delivered in a seamless manner.
- Performing other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Post-secondary degree in Business Administration, Community Economic and Social Development, Education, Political Science (or related degree), Graduate Degree Preferred.
- Minimum 3 years experience in an executive administrative position.
- Advanced analytical and time management skills.
- Proven ability to manage conflicting priorities under various time constraints.
- Budgeting and financial experience as an asset.
- Ensuring ongoing resources and equipment are available for students, faculty, and staff.
- Ability to work collaboratively and interdependently with other roles to ensure member needs are delivered in a seamless manner.
- Knowledge of and understanding of Anishinaabe culture.
- Solid computer skills (proficiency with MS Word, Excel, PowerPoint, Outlook, and web-based learning management systems).
- Demonstrated organizational skills and the ability to multi-task in a fast-paced environment.
- Highly organized, action-oriented, and results-driven.
- Working with sensitive information and maintaining confidentiality.

CONDITIONS OF EMPLOYMENT

- Ability to travel as required
- Ability to work evenings and weekends, if required
- Valid Vulnerable Sectors Check clearance
- Current, valid Ontario Driver's License

Please send your **cover letter, and resume** with **three (3) references** to Dianne Roach, Director of Operations at careers@shingwauku.org by [Friday August 12th, 2022 at 4:00 p.m.](#)

Preference will be given to Indigenous applicants. Self-identification is encouraged. Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all applicants for their interest; however, only those selected for an interview will be contacted.