

JOB OPPORTUNITY

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, 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.

DUTIES:

- 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.
- Assisting the Director of Operations in the oversight required in managing various projects, outcomes, and deliverables.
- Developing and managing systems and processes for filing, financial planning, budget administration, contract management, time management of staff, invoices, and travel expense processing.
- Assisting with submissions and reporting deadlines to various grants
- Performing other duties as assigned.

QUALIFICATIONS

- College or University degree in Business Administration
- Required 2 years experience in a position providing executive administrative services to a senior executive or Board.
- Knowledge and sensitivity of traditional customs and culture

ADDITIONAL SKILLS:

- Excellent computer skills including MS Office, Internet, knowledge, and ability to utilize social media.
- Organized, accurate, and efficient with an ability to work efficiently and accurately in a fast-paced environment.
- Ability to prioritize, multi-task and meet deadlines.
- Ability to work independently, collaboratively, and in a team environment.
- Ability to maintain confidentiality is mandatory.

Interested applicants can email their cover letter, detailed resume, and three work related references by: **November 23rd at 12PM to careers@shingwauku.org and reference "SKG Executive Assistant" in the subject line.**