



FIRST NATIONS REGIONAL EDUCATION AND EMPLOYMENT SURVEY (FNREES) Administrative Assistant

Position Overview:

The FNREES Administrative Assistant will provide administrative support for the First Nations Regional Education and Employment Survey and The First Nations Information Governance Centre under the direct supervision of the FNREES National Project Coordinator and the FNIGC Operations Manager.

Key Responsibilities:

- Facilitate communications with the FNREES National Project Coordinator and the FNREES National team to determine daily responsibilities and meeting project objectives
- Maintain regular communications with the FNIGC Operations Manager and other key staff of the Centre.
- Maintain regular communications with the FNREES Regional Coordinators located throughout Canada.
- Develop and maintain effective communications with contractors, suppliers, government officials, etc.
- Maintain and monitoring of the regional FNREES contribution agreements and maintaining timely, accurate records of deliverables, payments and other contracts as required.
- Coordinate the logistical arrangements, meeting materials and briefing packages for the FNREES National Advisory Committee, technical and other meetings, workshops and training sessions as directed.
- To coordinate travel and accommodation as directed; under the FNIGC Financial Policies and Procedures.
- Prepare publications, communications materials, reports as directed
- Attend and record meetings and transcribing the meeting minutes as required.
- Assist in follow up action items resulting from meetings.
- Prepare written correspondence and follow up as directed.
- Maintain and updating an efficient and effective filing and retrieval system for the FNREES, and the FNIGC.
- Assisting in maintaining a secure environment for confidential data/information derived within the Centre.
- Coordinate procurement of supplies, equipment, purchasing, shipping and the processing of invoices.
- Performing clerical, filing and other office procedures as required.
- Receiving, directing and relaying telephone messages; logging and distributing mail.
- Providing administrative support for the FNIGC as required
- Serve as general reception to the FNIGC, greet guests and visitors
- Other duties as required by the FNIGC.

Education:

The FNREES Administrative Assistant must possess a diploma from a recognized college/university in the field of business administration or a combination of expertise as a result of relevant work experience.

Work Experience:

Experience in office administration essential. Experience working in a First Nation's community or organization is essential.

Abilities & Skills:

The FNREES Administrative Assistant must possess exceptional interpersonal and co-ordination skills; be able to work independently and as part of a team; work well under pressure; and, be able to liaise effectively with First Nations communities, and federal government officials. The ability to work in English is required with French being a definite asset. Computer skills including, Internet, MS Word, Excel, Outlook, Publisher and PowerPoint are required. Knowledge of the Adobe Master Suite Collection, specifically InDesign and Photoshop.

Physical & Intellectual Effort:

This position involves occasional handling of loads **under 10kg**. For handling heavier loads, help is easily available. In terms of intensity, there is a significant effort linked to the mental and visual concentration required to perform the work.

Responsibilities:

This job does not involve any responsibility linked to the guidance or coordination of other people's work. There are no or very few responsibilities regarding financial resources. Work involves routine tasks performed following specific and detailed directives. The employee must report to other individuals regarding any unusual issue or situation.

Hours:

Full time – 37.5 hours per week

Compensation:

Negotiable based on education and experience

Status:

Permanent

Benefits:

Full benefits as determined by the Board of the FNIGC (paid holidays, sick leave, vacation)

Direct Reports:

None

Supervision:

This position reports directly to the FNREES National Project Coordinator and the Operations Manager of the FNIGC.

Working Conditions:

Office space located at the Central office in Ottawa, ON. Some work related travel may or may not be required.

Closing Date:

February 29, 2012, 5:00 p.m. EST.

To Submit Your Application:

Applicants are invited to submit their letter of application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Interested applicants who have previously submitted their application need not reapply, previous applications are on file.

Please submit a letter of application indicating the position you are interested in applying for and include 3 references with contact information to:

Ms. Lyndsy Gracie, Administrative Assistant
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