



ANISHINABEK NATION

“To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood.”

EMPLOYMENT OPPORTUNITY

Executive Assistant

(Political Office)

(Due to the current pandemic, Anishinabek Nation employees are currently working remotely)

Contract Position with Benefits

(November 2021- June 2024)

(Benefits after successfully completing 3 months of employment)

Reporting to the Director of Policy, the Executive Assistant will be responsible for handling a wide range of administrative related tasks and will interact with staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism to manage complex and confidential issues/concerns.

QUALIFICATIONS:

- Post-Secondary Business Administration related Degree/Diploma/Certificate or equivalent relevant work experience;
- Minimum two years' experience working in a professional Business Office setting;
- Working knowledge of working in a First Nation organization;
- Have a valid Ontario driver's license and be insurable under UOI policy;
- Knowledge of, or willingness to learn, Anishinaabemowin is required.

REQUIRED SKILLS:

- Excellent interpersonal, leadership and problem-solving skills;
- Exhibit professional attitudes and behavior;
- Excellent interpersonal and collaboration skills;
- Excellent oral and written communication skills;
- Good analytical and problem solving skills;
- Experience preparing briefing notes, reports, memorandums, and policies;
- Excellent computer skills (Microsoft Word, Excel, Outlook, Adobe Acrobat);
- Ability to understand and speak Anishinaabemowin or willingness to learn is an asset; and
- Understanding of Anishinabek culture is an asset.

RESPONSIBILITIES:

- Preparing, drafting, reviewing, and distributing various office documents including internal/external memos, letters, contracts, and reports;
- Coordinating and managing registration and logistics for meetings as required;
- Preparing meeting agendas, information kits, taking and distributing meeting notes, drafting minutes;
- Scheduling, planning, and executing logistics for meetings, including virtual and in-person options, as determined appropriate by supervisor/Political Office;
- Arranging complex and detailed travel plans, itineraries, and agendas; including expense reimbursements, time sheet submissions;
- Working closely and effectively with the Director of Policy, Political Office to keep them well informed of upcoming commitments and responsibilities, including key decisions, following up appropriately; and
- Arranging complex and detailed travel plans, itineraries, and agendas, including expense reimbursements and time sheet submissions.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Anishinabek Nation (formerly Union of Ontario Indians);
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations. Preference will be given to applicants who are a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30pm on Tuesday, November 16, 2021

Applications are to be submitted to:

Glenda St. Amour
Director of Corporate Services
By Fax: (705) 497-9135 | By Email: glenda.st-amour@anishinabek.ca

For inquiries regarding this position, please contact:
Nikki van Oirschot, Political Office Policy Director by Email at: nikki.van.oirschot@anishinabek.ca

Miigwetch to all applicants for their interest, however, only those who qualify for an interview will be contacted.