



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Executive Assistant

Job ID	22-4582-2303	
Web Address	https://careers.indigenous.link/viewjob?jobname=22-4582-2303	
Company	ONWA	
Location	Thunder Bay, Ontario	
Date Posted	From: 2019-03-11	To: 2019-06-01
Job	Type: Various	Category: Miscellaneous

Description

SCOPE:The Executive Assistant is primarily responsible and accountable to the Executive Director. The incumbent is responsible for providing administrative and clerical services to the Executive Director. The incumbent contributes to the efficient day-to-day operations of the Executive Director and supports the work of the Board of Directors. To be successful in this position the incumbent must be results oriented and have the demonstrated ability to effectively prioritize workflow.

QUALIFICATIONS:

- Post-secondary certificate or diploma in Business Administration with a minimum of 3-5 years work experience in the area relevant.
- Demonstrated knowledge of Not-for-Profit organizational structure and knowledge of Provincial and Federal legislation.
- Demonstrated administrative and coordination skills.
- Demonstrated experience providing services to Indigenous families and communities.
- Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through management feedback.
- Capacity to solve problems and to see different perspectives.
- Ability to plan, organize and manage time effectively.
- Highly motivated individual with the ability to work with minimal supervision.
- Excellent organizational and communication skills and an ability to follow through on assigned duties independently with strict deadlines.
- Excellent working knowledge of MS Office Software, internet, and general office equipment.
- Ability to travel.
- Reliable vehicle, appropriate vehicle insurance coverage and valid Ontario "G" class driver's license.
- Current, valid vulnerable sector criminal records check.
- Valid 1st Aid/CPR.
- Knowledge of Indigenous Culture, Traditions, and Indigenous Community.
- Ability to speak an Indigenous Language is considered an asset.
- Cultural competency.
- Experience working with Indigenous organizations an asset.
- Experience working with Indigenous communities with a working knowledge of Indigenous cultures and traditions.

RESPONSIBILITIES-SPECIFIC:Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the Executive Directors office, including establishing and maintaining executive file system. Review and summarize miscellaneous reports and documents; prepare background documents as necessary. Establish and co-ordinate administrative policies and procedures for officials, committees and Executive Director. Analyze incoming and outgoing memoranda, submissions and reports and prepare and coordinate the preparation and submission of summary briefs and reports; review and evaluate mail to identify

those items requiring priority attention of the Executive Director. Provide follow up to assignments given to management staff by the Executive Director; provide status reports to the Executive Director. Conduct research, compile data, and prepare papers for consideration and presentation by Executive Director. Receive and screen communications to the Executive Director including telephone calls and e-mail messages, and provide assistance using independent judgment to determine which inquiries require priority attention. Prioritize, channel, and facilitate communication from Executive Director and program managers. Independently respond to letters and general correspondence of a routine nature. Make travel arrangements for the Executive Director; maintain appointment schedules and calendars for the Executive Director; arrange meetings and prepare meeting packages. Attend office meetings and take and prepare minutes, as directed by the Executive Director. Order office supplies for the Executive Director and self and maintain inventory. Other duties as assigned.

RESPONSIBILITIES - GENERAL:

- Culture - take personal responsibility to increase sensitivity, awareness, and implementation of ONWA's cultural teachings and organizational practices in both professional conduct and work-related deliverables. Support and work towards the overall aims and objectives of the ONWA. Adhere to all policies and procedures.

RESPONSIBILITIES - ADMINISTRATIVE: Provide Board of Directors written reports, monthly or as required. Communicate/share information to co-workers any concerns/issues that pertain to programs. Make recommendations to Executive Director on emerging issues.

RESPONSIBILITIES - PUBLIC RELATIONS:

1. To network and promote ONWA and all ONWAs related programs.
2. Adhere to professionalism at all times and maintain good communications.
3. Maintain professionalism at all times.

STANDARDS OF PERFORMANCE:

1. Adhere to the Policies and Procedures as set by the ONWA.
2. Representation on committees as required for the enhancement and benefits of ONWA's programs.
3. To network and promote ONWA and all ONWA related programs.
4. Adhere to professionalism at all times and maintain good communication.
5. Maintain professionalism at all times.
6. The completion of functions outlined in the description and the achievement of goals set to a high level.
7. Attendance and conduct at work according to the requirements of the Association's Personnel Policy.
8. Adherence to the Code of Ethics, and positive relationship building.

AUTHORITY: To execute duties and responsibilities outlined in the job description.

ACCOUNTABILITY: The Executive Assistant will be directly accountable to the Executive Director for the proper completion of the functions outlined in the job description.

For more information, visit ONWA for Executive Assistant