



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.Link's 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
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/28

Senior Administrative Assistant

Job ID	37-78-56-AA-BB-E5	
Web Address	https://careers.indigenous.link/viewjob?jobname=37-78-56-AA-BB-E5	
Company	Native Child And Family Services Of Toronto	
Location	Toronto, Ontario	
Date Posted	From: 2021-10-13	To: 2022-04-11
Job	Type: Full-time	Category: Office
Job Salary	\$64,156 - \$81,197 per year 35 Hours/Week	
Languages	English	

Description

Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Classification: Permanent Full-Time

Location: 30 College St

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nations, Māori and Inuit applicants to apply and self-identify in their cover letter.

Position Overview

We have an exciting opportunity for a Senior Administrative Assistant. Reporting to the Director, Special Projects; the Manager, Indigenous Spirit Fund and other Directors as assigned, this role is responsible for a full range of administrative tasks. This role will perform their work in a way that is rooted in our Teachings, Ceremonies, Traditions and is Culturally sensitive to the experiences of First Nation, Inuit, and Māori People and Communities.

The role provides general administrative services, ensuring that all processes and control standards are followed, while seeking to determine, develop, and participate in the implementation of improvement opportunities, contributing to the effective and efficient operation of the Agency.

Primary Responsibilities

• Formats and edits letters, memos, agendas, minutes, reports and presentations from draft stage to final version.

• Uses independent judgment and critical thinking to compose general documents.

• Will have access to highly confidential material and will be accountable for developing and maintaining an organized and secure filing/document management system for both electronic and paper documents ensuring compliance with all applicable record keeping legislation.

• Manages and monitors calendars, mail, and upcoming meeting invitations, books meeting rooms and arranges for resources and other requirements in support of smooth and efficient meeting facilitation.

• Supports the coordination and implementation of department events.

• Establishes a systematic method for self, and others, to track time commitments and the completion of tasks that best support their leadership team.

• Independently manages multiple calendars by scheduling appointments, anticipating needs, changes, and rearranging meetings as appropriate.

• Supports the execution of strategic initiatives including tracking metrics and milestones.

• Develops and maintains a filing system; ensures service and operational reports, forms, and other documentation, paper or electronic, are readily available.

• Supports the development of tailored messaging, which may include writing, editing, and distributing communications (i.e. correspondence, presentations, policies and procedures).

• Processes invoices for payment in adherence with documented processes and guidelines and vendor agreements.

• Liaises with internal staff and external vendors and participates in the local coordination and implementation of contracts • follows up and organizes a system so all internal and external contracts are maintained and brought forward.

• Organizes work information to ensure accuracy and completeness.

• Makes travel arrangements, including flight bookings and hotel reservations as needed.

• Has a strong connection to the Indigenous Communities we serve and brings lived experiences to their work that supports building relationships.

• Completes monthly board reports and coordinates and monitors budgets and reporting.

• Prepares, maintains, and submits departmental expense claims and reports including tracking budgets as required.

• Responsible for all audit related work in the way of retrieving, summarizing, obtaining signatures and other related functions as required to complete the audit.

• Works in a safe manner in accordance with the agency's health and safety policies and procedures and all relevant legislation.

• Other administrative duties as required to the functioning of this position.

Job Qualifications

• Post-secondary education in Business Administration with a minimum of five (5) years of experience in a similar role with a focus on supporting senior leadership within an Indigenous organization or a combination of education and experience considered equivalent by the Hiring Committee.

• Proven ability to differentiate when to act independently or work collaboratively as a team.

• Solid background in the use of computers and software applications including Microsoft Office suite.

• Able to effectively communicate both verbally and in writing to a wide and varied audience.

• Demonstrated ability to prioritize adapt to changing workload to meet deadlines.

• Self-aware with high level of emotional intelligence.

• Proactive and self-motivated, prioritizing continuous improvement.

• Enthusiastic team player with a positive attitude.

• Ability to work collaboratively with others, maintaining positive relationships through open, honest and respectful communication.

• Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation

• Ability to provide an acceptable Child Welfare Check with Vulnerable Person Sector Search (VPSS).

• Demonstrated understanding, and commitment NCFST's mission, values and service model.

• A high degree of professionalism and independence.

• NCFST requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.

To Apply

• Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.

• Resume (include 3 work related references).

• Incomplete Applications will not be considered.

• Only those selected will be contacted for an interview.

• As multi-service urban Aboriginal Agency providing holistic, culture-based program and services for Aboriginal children and families, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.

• NCFST requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.

• We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

How to Apply

If you are interested in this job opportunity, please click Apply Now on or before October 27, 2021

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We thank you for your interest, however, only those applicants selected for an interview will be contacted.

E-mail responses only. No phone calls, please.