



**Ontario Aboriginal Head Start Association
Centre of Excellence
Job Posting**

DEADLINE TO APPLY: Friday, May 18, 2018 by 12 PM

Title: Administrative Assistant
Reports to: Provincial Manager
Term: Full-time
Hours: 35 hours per week, flexibility required

The Ontario Aboriginal Head Start Association (OAHTSA) is comprised of Indigenous Child Care and Early Years Partners who deliver off-reserve Aboriginal Head Start in Urban and Northern Communities, Licensed Child Care and Early ON Child and Family Centre programming across Ontario. The Provincial collective focuses on Early Childhood Development for Indigenous children and represents a diverse network of Indigenous service providers who deliver early years and child care programming.

The Administrative Assistant will be required to perform an array of administrative duties including secretarial and/or receptionist duties, taking minutes during meetings, drafting, reviewing and editing time-sensitive correspondence and coordinating meetings including all logistics for participants.

Responsibilities

- Provide administrative support to the Centre of Excellence business.
- Review all expense reports, invoices, and other relevant monetary documents relating to the Centre of Excellence
- Provide administrative support for documents, reports, presentations and other correspondence materials for the Provincial Manager and Board of Directors.
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Coordinate inter-office activities including meetings
- Distribute and log all incoming and outgoing mail.
- Maintain and update the website on a regular basis.
- Take and transcribe meeting minutes.
- Research and assist with all Requests for Proposals (RFP).
- Maintain and monitor office supply inventory levels and place orders as required.
- Prepare travel arrangements with a keen attention to detail, where necessary.

Specific Job Competencies

- Able to effectively communicate both verbally and in writing.
- Able to use a wide range of administrative software including MS Office (Word, Excel, PowerPoint, Web development).
- Demonstrated ability to manage key relationships.

- Must possess a thorough knowledge and understanding of historical trauma and intergenerational trauma of Indigenous peoples.
- A clear and solid understanding of the issues faced by the urban Indigenous community.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.

Qualifications

- Possess a post secondary diploma in a relevant discipline
- Three years experience in a similar role
- Must have a clear Vulnerable Sector Screen.
- Knowledge of the importance of First Nations, Inuit and Metis Language and Culture Traditions

Qualified applicants should apply by forwarding a resume, cover letter and two professional references to:

Niwasa Kendaaswin Teg
1869 Main Street East
Hamilton, ON L8H 1B3
Fax: 905-549-7337
office@niwasa.ca

Attn: OAHSA Centre of Excellence

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