



ANISHINABEK NATION

EMPLOYMENT OPPORTUNITY

HEALTH TRANSFORMATION ADMINISTRATIVE COORDINATOR

LOCATION: Anishinabek Nation Head Office
Nipissing First Nation, North Bay, ON

The Anishinabek Health Program is seeking an organized and professional individual, who must have a strong background in office administration, communications administration, experience and familiarity with health programming and issues, as well as possessing exceptional computer literacy.

This position is a term position to March 31, 2019 with a possibility of extension.

DUTIES / RESPONSIBILITIES:

- Review and prepare for signature of expense claims, cheque requisitions, purchase order requisitions and programming reports received the Health Transformation Project Manager;
- Preparation of administrative reports to Anishinabek political and technical leaders, as well as provincial and federal funding agencies;
- Preparation, word processing, file, draft, review and distribute various office documents including internal/external memos, letters, contracts, reports, and work plans;
- Assist with the preparation of workshop/meeting kits, arrange and coordinate meeting facilities as directed by the Health Transformation Project Manager;
- Assist with the delivery of Health Transformation community engagement sessions;
- Assist with the planning and implementation of meetings with the Anishinabek Advisory Council on Health as well as the Health Transformation Chiefs Steering Committee;
- Conducting research of health transformation activities as directed by the Health Transformation Project Manager;
- Maintain electronic and central filing system of work plans, reports, resources and information related to the areas of responsibility;
- Maintain current knowledge of current health and policies and programs as it relates to the Anishinabek Nation;
- Provide support and information to First Nations related to the Health Transformation Project through written correspondence and reports;
- Coordination and liaison with political organizations and various government departments on all Health Transformation project issues;
- Respond to general Health Transformation project inquiries;
- Other duties as assigned by supervisor.

QUALIFICATIONS:

- Post-secondary diploma in Business/Office Administration with a concentration in Communications or a minimum of five years' experience in an administrative office environment;
- Proven experience in budgeting and financial reporting is an essential requirement;
- Sound knowledge of the activities and member First Nations of the Anishinabek Nation;
- Strong background in Microsoft computer software programs and office administration is essential;
- Ability to handle multiple tasks and demands;
- Ability to work as part of a team and independently;
- Good organizational and interpersonal skills;
- Must be willing to travel within the Anishinabek Territory and hold a valid Ontario driver's license and be insurable under Anishinabek Nation policies
- knowledge of current health issues, policies is an asset
- Experience working with Anishinabek First Nations
- Knowledge of Anishinaabemowin is an asset

SALARY: Commensurate with qualifications and work experience.

CLOSING DATE: Friday, May 25, 2018 @ 4:30 p.m.
(Applications received after this date and time will not be considered.)

Please send your resume with a covering letter and three employment references to:

Glenda St. Amour
Director of Corporate Services
Anishinabek Nation
P.O. Box 711, North Bay, ON P1B 8J8

Phone: (705) 497-9127 / 1-877-702-5200 Fax: (705) 497-9135

E-mail: glenda.st-amour@anishinabek.ca

For inquiries about this position, please contact Jamie Restoule, Health Director at (705) 497-9127 / 1-877-702-5200, ext. 2242 or by email at jamie.restoule@anishinabek.ca

Individuals of First Nation ancestry are encouraged to apply. Preference will be given to Anishinabek Nation member First Nation applicants.

Miigwetch to all applicants, however only those selected for an interview will be contacted.