



Oteenow

Employment & Training Society

EMPLOYMENT OPPORTUNITY

Administrative Assistant

Oteenow Employment and Training Society is seeking a highly motivated, mature individual with strong administration background to fill the permanent full-time position (35 hours per week). This position is responsible for providing the necessary coordination and administration support to the Executive Director. The role requires superior writing and organizational skills as well as a solid understanding of committee work. The position reports to the Executive Director under the day-to-day operations of Oteenow.

Duties:

- ✓ Assist in coordination and organization of meetings for the Executive Director, committee and/or sub-committee's including travel, facilities, preparation and distribution of materials, agendas, minutes and any other requirements
- ✓ Manage day-to-day schedule(s) and/or meetings for Executive Director
- ✓ Collaborate with senior admin in a timely manner to maintain schedule and/meetings
- ✓ Able to take minutes and compile for the Executive Director/Organization
- ✓ Assist in the development and implementation of required templates, procedures and protocols
- ✓ Maintain all minutes and content are uploaded in a timely manner and ensure all current contents is up to date and correct
- ✓ Provide administrative assistance to the Executive Director
- ✓ Maintain electronic and hard copy filing system
- ✓ Collaborate with Executive Director to determine appropriate postings and media relations
- ✓ Maintain the Oteenow web-site, Facebook and Twitter page
- ✓ To ensure OETS news and upcoming events are both advertised internal and externally
- ✓ Advanced organizational skills, with proficiency in Microsoft Office
- ✓ Willingness and ability to work after hours and/or weekends as required
- ✓ Adhere to Oteenow Code of Ethics, Policies and Procedures, and all FOIP requirements. Strict adherence to confidentiality policies is expected at all times.
- ✓ Maintain a professional conduct as a representative of Oteenow
- ✓ Ability to travel regularly throughout Edmonton and surrounding Indigenous communities.
- ✓ Must have a valid Drivers License and own or access to a vehicle
- ✓ Other duties as requested by OETS Executive Director

Environmental Conditions:

Oteenow Employment & Training Society is a fast-paced office; the incumbent may find the environment to be busy, noisy, and will need excellent organizational skills, communication skills stress/time management skills to complete the required tasks, must be able to work under pressure and meet deadlines.

The Successful Candidate must have:

Education/Experience: Post-Secondary graduation from a recognized college with relevant experience. Minimum of 5 years or more experience in related field and/or a combination of applicable qualifications and significant experience. Management and Administration experience preferred.

Knowledge and Skills: Must have knowledge of Aboriginal Skills Employment & Training Strategy (ASETS/ISETS), extensive knowledge of local resources and agencies; superior organizational and writing skills; have effective communication, excellent knowledge of English spelling/grammar/composition, great interpersonal skills, time management, attention to detail and high level of accuracy and proficient in computer skills. Must maintain confidentiality, standards of conduct and demonstrate sound work ethics.

Interested:

Interested candidates must submit a **cover letter, resume**, and **three (3) written work related references** and provide a **criminal record check** by **4:30pm, June 28th, 2019** via email at hrrsupervisor@oteenow.com. No calls please. Only those resumes with all required documents will be reviewed.

Note: OETS cannot confirm the receipt of individual applications; OETS thanks all applicants for their interest; however only those applicants selected for an interview will be contacted.