



WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant
Department: Ezhignowenmindwaa Women's Shelter
Status: Full-time Contract, Maternity Leave
Closing Date: Tuesday September 24, 2019

Position:

Under the supervision of the Shelter Coordinator, the Administrative Assistant is responsible for assisting in fulfilling the administrative and accounting functions for both Three Fires Ezhignowenmindwaa Women's Shelter and Healing the Family Circle Program. This person will fulfill the Program Mandates while abiding by the Walpole Island First Nation Philosophy, policies, and procedures.

Requirements:

- Grade 12 diploma or equivalent
- Related Post-Secondary certificate or diploma an asset
- Ability to maintain budgets and complete financial reports
- Experience working with/for a First Nation community an asset
- Two (2) years' experience in administrative duties
- Must be bondable
- Valid Ontario Driver's License and reliable transportation

Responsibilities:

- Responsible for greeting persons coming into the office and/or directing them to the appropriate person, services, or to provide general information
- Type and proofread correspondence, reports, statements, committee minutes, and other documents using the computer and Microsoft Office
- Screen and distribute incoming correspondence, telephone calls, mail, deliveries, and electronic mail
- Assist the Coordinator with monitoring program activity, preparation of purchase orders, maintain office supply inventory, preparation of budget submissions, payroll, contract administration, and preparing financial and other reports as required
- Responsible for monitoring budgets and maintaining filing systems
- Assist with answering crisis line and perform an assessment for client intake as required

How to Apply:

Please submit your resume and cover letter describing qualifications above to:

Walpole Island First Nation
Human Resources
Mail: 117 Tahgahoning Rd,
Wallaceburg, ON
N8A 4K9
or
Fax: 519-627-5915
or
Email: Careers@wifn.org

We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to persons of Native ancestry. (OHRA 1981, c53, s170)
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)