



**Administrative Assistant  
at Six Nations of the Grand River and in Toronto  
(2 Vacancies)**

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2018-19, Indspire awarded \$16.2 million through 5,553 bursaries and scholarships to First Nations, Inuit and Métis youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the *Indspire Awards*, a celebration of the successes achieved by First Nations, Inuit and Métis people that is broadcast nationally.

Never has there been a better time to join this national leader. We are currently recruiting for two Administrative Assistants. The successful candidates will understand and anticipate the priorities of the Vice President they report to and maintain strict confidentiality when related to all activities and information of a strategic or sensitive nature. The Administrative Assistant provides administrative support and provides external customer service.

The position responsibilities of the **Administrative Assistant** include:

**Key Duties**

- Provides administrative support to the Vice President
- Supports events, including committee meetings/minutes, reports, updating lists, tracking revenue and expenses.
- Receives, filters and responds to telephone calls or written requests, including filing and organizing emails, determines need for Vice President's involvement and/or directs to appropriate resources.
- Processes expense reports, credit card reconciliations, mail, couriers, shipping promotional materials and other administrative/office coordination duties, as directed
- Organizes and schedules Vice President's overall agenda; schedules appointments, maintains daily calendar and business travel; as well, monitors and follows up on activities that need to be brought forward to staff within the department.

- Manages and coordinates workload priorities to support the Vice President on strategic initiatives.
- Coordinates various materials including; general correspondence, contracts, agendas, presentations, briefing notes, and reports in preparation for Vice President's internal and external meetings.
- Coordinates and organizes distribution of materials, information and mailing lists, based on established distribution plans.
- Maintains and ensures the security of relevant Vice President's confidential electronic and paper files; including human resources files and information, agendas, materials and reports.
- Operates computers including a variety of desktop applications and corporate systems. Prepares presentation material on various software, including PowerPoint.
- Promotes and delivers excellent customer service.
- Other duties as assigned, including special projects.

### **Qualifications**

- Completion of post-secondary education, and/or equivalent experience
- Progressive experience with a minimum of 2 years' experience in a similar environment
- Knowledge of and experience in Indigenous communities preferred
- Demonstrated openness to learning and willingness to engage in cultural competency training
- Ability to conduct research with publicly available sources and provide effective administrative support
- Effective customer service skills and ability to interact with a variety of people
- Demonstrates ability to communicate effectively
- Experience working with databases
- Proficiency in Microsoft Office Suite (Word, Excel and Publisher in particular)
- Basic knowledge of contact/customer relationship management databases is a requirement
- Demonstrates good organizational skills with ability to multitask
- Attention to detail and good problem-solving skills
- Demonstrates knowledge of office equipment, systems and procedures
- Must be able to work occasional evening and weekends

### **How to Apply**

These are two full-time positions. One is based at Indspire's Toronto office reporting to the Vice President, Development. The other is based at Indspire's Six Nations office reporting to the Vice President, Programs & Student Success. The salary range for these roles is competitive with a good benefit package, including pension plan. We are an Indigenous led organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified First Nations, Inuit and

Métis people and all others interested in the position. Only those candidates selected for an interview will be contacted. To learn more about Indspire, visit [indspire.ca](http://indspire.ca).

To apply, please forward your résumé, and cover letter to [hr@indspire.ca](mailto:hr@indspire.ca). Please specify which opportunity you would like to be considered for. All qualified candidates will be contacted directly.

No agency calls please.

**Deadline for Applications: Tuesday, September 17, 2019**