

## Job Posting

POSITION:	Administration Assistant to the Director
ACCOUNTABILITY:	Director of Family Well Being
CLASSIFICATION:	Full Time
SALARY RANGE:	\$64,830.16 –\$82,030.84
CLOSING DATE:	June 6, 2023

### Philosophical Overview

All employees with the Association of Native Child and Family Services Agencies of Ontario (ANCFSAO) are required to follow the Mission, Vision and Values of the organization in all circumstances. Similarly, all employees shall follow the policies and procedures of ANCFSAO, as well as the direction provided by the management team. All employees are required to perform those duties in a manner that respects and reflects the culture, traditions and values that are common to the First Nation, Inuit, and Métis Peoples.

### Position Summary

Reporting to the Director of Family Well Being, the Administration Assistant will provide support to the Director of the Family Well-Being Department to ensure the workload is prioritized to leverage department and organizational priorities as well as to be strategic and effective in a fast-paced environment. This role will lead, coordinate, and support the administrative work of the Family Well Being Department on a wide variety of complex, sensitive, and confidential matters requiring in depth knowledge of the departments programs and administrative policies and procedures. The Administration Assistant will coordinate and provide oversight of the high-level administrative work associated with the Director, Department Managers, member engagements and committees.

### Primary Responsibilities

- Oversees the Director’s schedule, including oversight of travel and logistical and administrative support for meetings, events, and public engagements, and dissemination of materials in a timely manner.
- Independently composing, proofreading, and editing a variety of documents, including emails, letters, memos, reports, and minutes. Corresponds with a variety of stakeholders, including Child Well-Being Members, CAS members, government officials and internal employees.
- Maintains a complete and accurate record of the proceedings of every meeting of the Directors participation and various committees, tracks decisions, documents progress and identifies action items. Works with department program assistants to prepare monthly, quarterly, and annual reports and activity tracking.

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- Undertakes research and preliminary work on special projects as assigned by the Director.
- (A detailed position description can be obtained on request)

### **Qualifications**

Post-Secondary Education with a focus on office administration, business administration, or related field with (3) years’ experience in senior administration or grade 12 education with a minimum of five (5) years senior administration in a similar role.

Experience working within Child Welfare/Indigenous Child Well-being setting would be considered an asset. Experience working with First Nation, Inuit and Métis peoples, organizations, and communities with lived experience in culture and tradition as an Indigenous person in Canada.

### **Knowledge Requirements**

- Knowledge of the Child, Youth and Family Services Act and Ministry of Children and Youth Services, and other relevant legislation
- Knowledge of the ANCFSAO Mission and Mandate, programs, services, and membership base. Have knowledge of standard office procedures.
- Working knowledge of a multi-line phone system, office equipment (i.e., fax, photocopiers, shredder, scanners etc.).
- Extensive knowledge and proficiency using computers and standard computer software programs (e.g., Excel, Word, Outlook, Publisher, PowerPoint, ZOOM, Teams etc.).
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities and Agencies we service.
- Working knowledge of information technology software programming and packages available

### **Skills and Abilities**

- Ability to communicate professionally and respectfully in any situation, including difficult discussions that may arise.
- Proficient writing skills with the ability to draft/edit communications including emails, memorandums, and letters.
- Task oriented with the ability to manage multiple priorities and work in a fast-paced environment.

- Ability to work independently and within a team environment.
- Fluidity in working with staff, senior leadership, Boards of Directors, partner agencies, government bodies and Indigenous organizations.
- Understanding the importance of maintaining and working within a highly confidential and sensitive environment.
- Demonstrated experience in developing forms, templates, and computer skills to apply a variety of technical mechanisms into presentations.

### **Mandatory Requirements**

- Must be willing to work flexible hours including weekends, evenings, and holidays as required. Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS)
- Able to provide a safe vehicle for the use on the job, an acceptable Driver's abstract, evidence of a Valid Ontario Driver's License and of Personal Liability & Property Damage Insurance coverage for at least \$2,000,000.

### **Work Condition and Location**

The position will be based out of the office in Toronto and the First Nations site and some travel within Ontario is required. Some travel outside of the province may also be required. While performing the duties of this job, the Administration Assistant will typically be in an office setting. The Assistant is frequently required to operate a computer, file, and retrieve written documents, and work extended hours when required or during emergency situations.

### **TO APPLY**

Please email with the Subject Line, *"Administration Assistant"*, along with the following items to [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca) by 4:00 p.m. (EST) on June 6, 2023:

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).

Incomplete applications will not be considered. Only those selected will be contacted for an interview.

Currently, our employees are working remotely and located within the Eastern Time Zone. To work in synergy, it is preferred that our applicants are working within the same Eastern Time Zone to accommodate team and client meetings.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca).