

ADMINISTRATION OFFICE
DEPARTMENTS:

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Education,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

2 Village Road
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SHAWANAGA FIRST NATION **EMPLOYMENT OPPORTUNITY**

Kinomaugewgaminik Elementary School

Position: Administrative Assistant – Education Department

Vacancies: One (1)

Term: Full-Time Permanent – 37.5 hours/weekly

Start Date: As soon as possible

Salary: To be determined

3 Month Probation

Position Summary:

The Administrative Assistant for the Education Department works closely with and provides support to the Education Department, Principal and Students.

The Administrative Assistant will report to the Principal/Education Director.

Duties and Responsibilities:

- Cooperate and work as a team member with all members of the education staff.
- Act as the receptionist at the front desk and greet visitors to the school upon their arrival.
- Work in the area of finance for the programs, preparation of cheque requisition forms, liaison with the Education Department, Principal and Finance Department.
- Perform duties such as filing, typing, photocopying, laminating and ordering supplies when needed.
- Maintain a filing system for crucial documents pertaining to the school such as Parent/Student handbook, timetables, extra-curricular activities, school committees/school council file, annual school calendars, conference and workshop files and assist with monthly newsletters.
- Ensure timesheets for each employee is completed in a timely manner and ready for supervisory signature.
- Assist with booking field trips as required.
- Deliver forms, letters, etc. to the Administration Office and pick up of incoming mail deliveries.
- Liaise with parents/guardians regarding student pick-ups and drop offs.

- Any special projects, trips, or training being undertaken by a member of the staff, student or by the entire school.
- Other duties as assigned by Education Director (within reason).

Qualifications:

- Grade 12 and/or Post Secondary certificate in the field of Business and/or Education with 3-5 years of experience in a business management position.
- Strong knowledge of government policies, programs and curriculums.
- Financial management skills.
- Strong computer skills.
- Excellent communication skills; both written and oral.
- Excellent interpersonal skills; be a positive role model.
- A sound understanding of Anishnabe culture and First Nation education issues.
- Experience working within a First Nation educational setting with Indigenous Services Canada (ISC).
- Ability to work in a unique cultural environment.
- First Aid and CPR certification or willing to obtain.
- Valid ON driver's license.
- Experience working with First Nation communities a definite asset.
- Vulnerable Sector Check is required.

Preference may be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to produce and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted, thank you for your interest. Please submit a resume with a cover letter and three (3) current work-related references via in-person, email or fax to;

Ava Pawis
 Human Resource Coordinator
 Shawanaga First Nation
 2 Village Rd, Nobel, ON P0G 1G0
 Tel: (705)366-2526 * Fax: (705)366-2740 * Cell: (705)346-0321
 Email: recruitment@shawanagafirstrnation.ca

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