



EMPLOYMENT OPPORTUNITY

EDUCATION ADMINISTRATIVE ASSISTANT

RE-POSTED

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Education Administrative Assistant** to join our Administration for a 6-month contract, with possibility of extension. The Education Administrative Assistant reports to the Education Counsellor and is responsible for providing ongoing administrative support for the Education Department to ensure smooth operation of educational support programs. The Education Administrative Assistant will assist with documenting, tracking and reporting on training and education programs and initiatives. This position requires exceptional organization and time-management skills and strong computer skills.

MAIN RESPONSIBILITIES

The Education Administrative Assistant will be responsible to:

- Present a positive and professional image of the organization at all times
- Answer incoming calls and take and record telephone, e-mail, or written messages
- Serve as a central point of contact for Educational Department questions and concerns
- Respond to general membership, staff and client inquiries via telephone, email and in-person where appropriate
- Promote good relations with staff, parents, councils, and the community
- Create new files, labels and records as necessary
- File correspondence, invoices, receipts, documents and other records in alphabetical, numerical or any other required ordering system
- Organize, maintain and coordinate accurate and complete office records and files in their proper databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Locate and remove materials from files when requested
- Accurately record and distribute all forms of paper correspondence and mail
- Prepare outgoing mail for distribution
- Write correspondence, forms, letters, reports, and memos as necessary
- Make, collate and distribute photocopies as necessary
- Assist with the completion of client intake forms, applications and all other required education-related forms
- Assist with tracking and recording client attendance, examinations and assessments results
- Assist in the compilation and maintenance of data for various reports using the Learning Management System as necessary
- Assist in the development of long-range and short-term department goals and objectives
- Assist in the development of Education Department policies and procedures
- Establish and maintain effective professional relationships with educational institutions and government agencies

- Assist with preparing and submitting recommendations regarding the success of educational programs
- Research funding programs available for the Education Department needs and assist with funding applications, including KEB contribution funding agreement, as requested
- Assist with the completion of Education Department reports for all government agencies and funders
- Ensure that reports and information requested by education officers are promptly provided
- Prepare statistical reports for leadership meetings, explaining the usage and progress of the current educational programs
- Assist with scheduling and coordinating meetings and appointments with clients
- Assist with the coordination of all Education Department meetings and programming by preparing materials and organizing catering as required
- Assist with organizing, setting up and cleaning up meeting facilities and ensuring appropriate presentation equipment is available
- Create posters and notices on behalf of the Education Department for distribution in the newsletter, building communication boards, and HIFN website
- Assist with updating HIFN website with Education Department notices and correspondence
- Assist with the purchase of equipment and other materials needed to support clients with educational success
- Adhere to all HIFN Policies and Procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Participate in mandatory on-the job training and training workshops as required
- Attend and actively participate in mandatory staff and community meetings
- Perform other duties as assigned from time-to-time by the Education Counsellor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary certificate, degree or diploma in Education, Human Services or Office Administration preferred; or Grade 12 diploma and equivalent required
- 2+ years previous office administration experience
- Valid Ontario Class G Driver's License with access to a reliable vehicle preferred
- Current CPIC
- Current First Aid and CPR Level C an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Word, Excel and PowerPoint
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Strong public speaking and presentation skills
- Exceptional organization and time-management skills
- Excellent analytical and problem-solving skills
- Ability to adapt to changing work needs and demands
- Ability to work independently and as part of a team
- Proven ability to handle confidential information with discretion
- Strong attention to detail
- Basic mathematical skills
- Professional attitude and a strong work ethic
- Willingness to travel for work when needed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Posted until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.