



**External Posting**  
**Administrative Assistant**

Part-Time to March 31, 2022  
Hourly Range: \$17.49-\$24.79 per hour

NADF is seeking a dynamic individual to join our team as Administrative Assistant.

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

You have the ability to provide outstanding administrative support to a busy management team; you are a self-starter and a dedicated team player; you have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic.

The successful candidate will work part-time, up to 21 hours per week (Mon-Fri). Your workday schedule will vary depending on workload and deadlines.

**Responsibilities:**

- Assist in planning departmental meetings, workshops, and events, including coordinating travel and lodging.
- Assist in developing and maintaining a tracking system to monitor project and contract deliverables.
- Maintain and update databases and mailing lists.
- Assist in developing content for various platforms such as social media, website, and print.
- Prepare and coordinate approvals according to policies.
- Assist in preparing, formatting, and editing documents.
- Organize and maintain departmental filing systems.
- Attend meetings and record and distribute minutes as required.

**Qualifications:**

Post-Secondary diploma or degree in Business or Office Administration or related program is required.

- A Post-Secondary diploma or degree in Business or Office Administration or related program is required with 2 years' related work experience.
- Proficient in the current Microsoft Office and Adobe Suite products.
- Strong organizational skills, and key attention to detail.
- Ability to manage competing priorities.
- Ability to work well in a team environment.
- Ability to work a flexible schedule.
- Ability to travel as may be required.

NADF encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities and visible minorities. While we appreciate all applications for this position, only those who are selected for an interview will be contacted. For full job description, visit [www.nadf.org/careers](http://www.nadf.org/careers). Closing date: Friday, December 17, 2021 by 4:30 p.m. EST and email [recruitment@nadf.org](mailto:recruitment@nadf.org)



JOB TITLE	ROLE	STATUS	WAGE BAND	SALARY/HOURLY RATE
Administrative Assistant	Employee	Temporary/Part Time	2	\$31,824 - \$45,118 (\$17.49 - \$24.79)
REPORTS TO	DEPARTMENT(s)	HOURS		
<ul style="list-style-type: none"> <li>• Senior Project Manager</li> <li>• Executive and Marketing Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Nishnawbe Maajijikaywin</li> <li>• Marketing</li> </ul>	Temporary/Flexible		

#### JOB OVERVIEW

The Administrative Assistant is responsible for providing confidential, accurate, and efficient administrative services and other duties and responsibilities as may be required to support the Senior Project Manager and the Executive and Marketing Manager.

#### JOB DUTIES AND RESPONSIBILITIES

##### General Administrative and Clerical Support

- a) Assist in planning departmental meetings, workshops, and events.
- b) Assist in preparing monthly, quarterly, and annual reports.
- c) Draft letters, memos, emails, and other correspondence.
- d) Conduct research and generate reports and presentations.
- a) Organize and maintain computer and manual filing systems. Organize and maintain departmental filing systems.
- e) Prepare purchase order requisitions and ensure all expenditures are accurately documented and processed according to company policies and procedures.
- f) Attend meetings and record and distribute minutes as requested.
- g) Maintain and update databases and mailing lists.
- h) Coordinate travel and lodging as requested.
- i) Respond to general inquiries.
- j) Perform additional duties and responsibilities as may be requested.

##### Marketing Administrative Support

- a) Assist in developing, creating, and updating marketing and promotional materials.
- b) Assist in developing content for various platforms such as social media, website, and print.
- c) Assist in collecting and compiling marketing data.

##### Nishnawbe Maajijikaywin Program Support

- a) Assist in developing and maintaining a tracking system to monitor project and contract deliverables.
- b) Assist in developing, creating, and updating program materials.
- c) Assist the program team in preparing contracts and other documentation.
- d) Input client and project information into appropriate databases (i.e., FaaSBank).



QUALIFICATIONS REQUIRED:		KNOWLEDGE AND SKILLS REQUIRED:
<b>Education</b>	Post-Secondary diploma or degree in Business or Office Administration or related program is required.	a) Ability to work with confidential information and manage all duties in a confidential manner. b) Proficient in Microsoft Office 365 and Adobe design software. (Additional training required) c) Excellent working knowledge of online meeting platforms (i.e., MS Teams and Zoom) d) Exceptional time-management and strong organizational skills and ability to prioritize workload to manage multiple tasks and competing priorities. e) Attention to detail. f) Strong written and oral communication skills. g) Ability to take direction and work independently as well as ability to work well in a collaborative team environment. h) Ability to exercise good judgment and initiative. i) Working knowledge of basic office equipment and familiar with standard office administrative practices and procedures. (Additional training maybe required) j) Highly dependable and reliable. k) Willingness to learn new systems (i.e., FaasBank) l) Possess a general understanding of the Aboriginal culture and the opportunities and challenges of northern Ontario's business and economic development environments.
<b>Experience</b>	Minimum 2 years of related work experience.  Experience in using Office 365 and Adobe design software  Work experience in administrative support of development program/project is an advantage.	
<b>Other</b>	Valid Class G license.  Reliable personal vehicle would be preferred.  Ability to obtain required auto insurance.	
EMPLOYEE RESPONSIBILITIES		
<b>The Employee will be responsible for:</b> <ul style="list-style-type: none"> <li>a) Performing the duties and responsibilities of the position to the best of their ability.</li> <li>b) Acting in accordance with relevant legislations and company policies and procedures.</li> <li>c) Protecting confidential and proprietary information of the company, its employees, and clients.</li> <li>d) Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders.</li> <li>e) Understanding and fostering the company's mission and vision statements.</li> <li>f) Understanding and fostering the company's values and ethics statements.</li> <li>g) Understanding and fostering the company's Vivid Vision.</li> <li>h) Maintaining a safe workplace to avoid putting themselves or others in danger.</li> <li>i) Presenting a positive and professional image of the company.</li> </ul>		
CONDITIONS OF EMPLOYMENT		
<ul style="list-style-type: none"> <li>a) Must possess a valid driver's license, and the required auto insurance as set out in the Employee Personnel Policy if you do have a vehicle.</li> <li>b) Ability to work a flexible schedule.</li> <li>c) Ability to travel as may be required.</li> </ul>		



**NOTE**

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

**Employee's Name (Print):**

**Employee's Signature:**

**Date:**

**Executive Director Approval:**

**Date:**