Summer Student Administrative Assistant
(up to 8 weeks contract)
Thunder Bay

Nishnawbe Aski Development Fund (NADF) has an exciting Summer Student opportunity for our Thunder Bay office. The Summer Student – Administrative and Secretarial support to the Executive Director's office.

DUTIES AND RESPONSIBILTIES:

The Summer Student – Administrative Assistant shall have the following duties:

1. To assist in a support and clerical role to the Executive Director.
2. To assist with corporate events, specifically sponsorships, ticket sales, event logistics, and promotion.
3. To in organizing and arranging meetings for the Executive Director.
4. To ensure all correspondence, reports and briefing notes are prepared in proper format, grammar, and to make edits as required.
5. To ensure to respond to all enquiries internal and external personnel, customers, stakeholders are answered in a timely manner.

QUALIFICATIONS:
1. Canada Summer Jobs provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create summer job opportunities for young people aged 15 to 30 years who are full-time students intending to return to their studies in the next school year.
2. Knowledge of Aboriginal economic business development in Northern Ontario.
3. Strong oral and written communication and public relations skills.
4. Problem identification and problem-solving skills.
5. Computer literacy with strong word-processing, spreadsheet and database skills.
6. Experience working within Aboriginal communities, members or with Aboriginal clients.

Salary is approved funded amount. To review a complete job description, please visit our website at **www.nadf.org.**

Qualified applicants may forward their cover letter and resume with 3 references to:

> Nishnawbe Aski Development Fund
> Attn: Millie Carpenter, HR Manager, mcarpenter@nadf.org
> 107-100 Anemki Drive
> Fort William First Nation, ON   P7J 1J4
> Fax: (807) 622-8271

Closing date: Open until filled.