



Job Description

Job Title:	Summer Student – Administrative Assistant	Program:	Administration
Reports to:	Executive Director	Effective Date:	April 2017
Pay Grade:	N/A – as per approved funding	Revised Date:	

SUMMARY:

The Summer Student – Administrative and Secretarial support to the Executive Director’s office.

ACCOUNTABILITY:

The Summer Student – Administrative Assistant is accountable to and reports directly to the Executive Director or his designate.

DUTIES AND RESPONSIBILITIES:

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.
6. To assist in drafting correspondence, briefings notes as requested.
7. Participate in training recommended by the Executive Director or his designate.
8. To provide receptionist services at the NADF office in Thunder Bay; process incoming and outgoing mail and faxes and maintains administrative and finance files as per established policies and procedures when required.
9. Attends internal or external meetings as required.
10. Other duties as assigned and requested by the Special Initiatives Advisor and/or designate.

STANDARDS OF PERFORMANCE:

1. Works productively and professionally as a member of the NADF’s team and maintains co-operative working relationships with all NADF staff and with partners, agencies and clients.
2. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Demonstrates time management (attendance and punctual) and the ability to prioritize workload efficiently and



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effectively.

5. Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
6. Adheres to NADF policies and procedures.
7. Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
8. Shows good judgment about when to take the initiative and when to obtain direction from the Executive Director or his designate.
9. Works effectively and efficiently with a minimum of supervision.
10. Knowledge of and commitment to the mandate and services provided by NADF.
11. Knowledge of the people and culture, in-depth knowledge of the economic climate and business development priorities of regional Aboriginals.
12. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
13. Must be willing and able to travel by air and road to remote and rural northern communities.
14. Must have a valid driver's license, reliable vehicle and the required vehicle insurance as set out in the employee Personnel Policy.

QUALIFICATIONS:

1. Canada Summer Jobs (CSJ) 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. Post-Secondary education.
3. Knowledge of Aboriginal economic business development in Northern Ontario.
4. Strong oral and written communication and public relations skills.
5. Problem identification and problem-solving skills.
6. Experience working within Aboriginal communities, members or with Aboriginal clients.
7. Good knowledge and experience using word processing and spreadsheet programs an asset; experience with Microsoft Word and Excel programs is preferred.
8. Ability to speak Cree, Oji-Cree or Ojibway would be considered as an asset.
9. Knowledge of or experience working within the NADF territory and familiarity with the Aboriginal people in Northern Ontario is an asset.