



JOB ADVERTISEMENT – Administrative Assistant – six (6) month term

The Organization

AFOA Canada was founded as a not-for-profit association in 1999 to help Aboriginal people better manage and govern their communities and organizations through a focus on enhancing finance and management practices and skills. Our premise is that effective management is key to building social and economic prosperity and essential to successful Aboriginal governance. With over 1,500 members, the Association has evolved into one of the most respected non-political Aboriginal organizations in Canada and internationally, with a reputation for success, a high standard of excellence and a visible commitment to contributing to Aboriginal prosperity and helping create a better quality of life.

The Position

AFOA Canada is seeking a dependable, highly driven Administrative Assistant. Reporting to the President and CEO, the Administrative Assistant provides reception services and administrative support to the AFOA Team to ensure effective and efficient operations. This term position will be employed at the Ottawa location.

Key Responsibilities

Reception:

- Receiving and directing incoming calls, retrieval and distribution of telephone messages and greeting and directing visitors
- Assist with incoming/outgoing mail as required
- Receive and sign for courier deliveries, incoming and outgoing
- Respond to general inquiries and/or refer to appropriate personnel as required
- Word processing as required
- Filing as required
- Backup to Administrative Coordinator for the maintenance of office equipment
- Backup liaison with IT consultant(s) regarding informatics issues
- Assist Administrative Coordinator with AFOA inventory
- General administrative support to AFOA team as required
- Administrative support and related duties as required for National Conference

Workshops:

- Assists with Pre-conference and Community Workshops:
- Facilitator coordination
- Facility coordination
- Prepare and process workshop contracts
- Proofread and print workshop materials
- Put workshop packages together and coordinate shipping
- Arrange community workshops
- Prepare marketing and promotional materials for workshops
- Monitor workshop supplies and replenish as required
- Respond to enquiries

Education:

- Prepare and ship CAFM Exam preparation binders.
- File MOC reporting forms.
- Process workshop and conference registrations, includes data entry.
- Assist in preparing and mailing workshop packages.

Required Competencies/Experience

- Minimum high school diploma however degree/diploma in post-secondary education is an asset and 1-2 years of related experience and/or training or combination of education and experience
- Knowledge in Microsoft Word, Excel, PowerPoint
- Excellent written and verbal communication skills
- French proficiency and/or a working knowledge of an Indigenous language is preferred
- Ability to prioritize and organize workload
- Great customer service skills; responding to customer's needs, requests and assistance
- A driven team player with excellent communication and interpersonal skills

Indigenous Applicants are encouraged to apply.

Salary: AFOA Canada offers a competitive salary.

Closing Date: Friday, November 17, 2017 at 12PM EST

Applicants must submit a letter of interest, resume and three (3) work related references by email to Sara Roundpoint at sroundpoint@foa.ca before the closing date. Applicants must clearly outline that they meet the qualification requirements on their resume.

Interviews will be held at the Ottawa location on 1066 Somerset Street West, Suite 301, Ottawa, Ontario K1Y 4T3. AFOA will not cover travel costs. Only those applications selected for an interview will be contacted. AFOA Canada reserves the right to cancel or amend job advertisements without notice.