



## **JOB ADVERTISEMENT- Administrative Assistant, Training & Events (9 Month-Term)**

**ABOUT THE ORGANIZATION:** AFOA Canada was founded as a not-for-profit association in 1999 to support Indigenous people in managing and governing their communities and organizations through a focus on enhancing finance and management practices and skills. AFOA Canada understands that one of the keys to successful self-determination and economic prosperity creating a better life for Canada's Indigenous people, and a vibrant future for the next generation is improving the management and leadership skills of those responsible for the stewardship of Indigenous resources. After eighteen years in operations, AFOA Canada has positioned itself as the premiere resource for Indigenous finance, management, and leadership in Canada. With over 1,500 members, the Association has evolved into one of the most respected non-political Indigenous organizations in Canada and internationally, with a reputation for success, a high standard of excellence and a visible commitment to contributing to Indigenous prosperity and helping create a better quality of life.

**DESCRIPTION:** AFOA Canada is seeking a dependable, highly driven Administrative Assistant to provide administrative support to the Senior Administrator, Training & Events and completes data entry for the Conference Team, Capacity Development Community workshops and Pre-conference workshops.

### **KEY RESPONSIBILITIES**

- Track conference registration payments and provide Finance and Conference Secretariat with payment information (Pre-conference and post-conference, as required)
- General administrative support to AFOA National Conference team (pre-conference and post-conference, as required)
- Assist Administrative Coordinator with AFOA Conference inventory and packing/unpacking conference supplies
- Assist Education & Training department with community and pre-conference workshop packages
- Assist the Education & Training department with registering Workshop participants into iMIS database, compile evaluations and mail certificates
- Assist Education & Training department with iMIS database integrity.
- Administrative support, as required (filing, word processing, etc.)

### **REQUIRED COMPETENCIES/EXPERIENCE**

- Possess some post-secondary education and 1-2 years related work experience and/or training or an equivalent combination of education and experience
- Experience with office applications (i.e. Microsoft Word, Excel) and some experience with databases as well as other software programs
- Excellent written and verbal communication skills
- Attention to detail, thoroughness, and effective organizational skills
- Must be capable of taking direction and able to work as part of a team
- Experience working with an Indigenous organization is an asset
- Knowledge of culture and issues facing Indigenous peoples is strongly desired
- French proficiency and/or a working knowledge of an Indigenous language is an asset

**PERSONAL CHARACTERISTICS:** Reliable, strong organizational skills, good judgement, strong interpersonal skills, willingness to be a team player and ability to multi-task in a very dynamic work environment.

**INDIGENOUS APPLICANTS ARE ENCOURAGED TO APPLY**

**SALARY:** Based upon level of completion of undergraduate or graduate schooling.

**EMPLOYMENT:** July 2018-March 31, 2019

**Employment is part of the First Nations and Inuit Skills Link Program**

**Applicants must ordinarily reside on reserve or in a recognized community and may be temporarily off-reserve.**

**CLOSING DATE: Friday, July 27, 2018 at 4pm EDT**

Applicants must submit a letter of interest, resume and three (3) work related references by email to Sara Roundpoint at [sroundpoint@foa.ca](mailto: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.**