



## JOB ADVERTISEMENT

### Executive Coordinator

**About the Organization:** AFOA Canada is a not-for-profit association to support Aboriginal people to better manage and govern their communities and organizations through a focus on enhancing finance, management and leadership practices and skills. AFOA's premise is that effective management and governance is key to building social and economic prosperity. With over 1,500 members, the Association has evolved into one of the most respected non-political Aboriginal organizations in Canada and internationally. It has a reputation for success, a high standard of excellence and a visible commitment to contributing to Aboriginal economic and social prosperity.

AFOA Canada is looking for an energetic Executive Coordinator who can provide assistance to the President & CEO, the Board of Directors and Chapter Boards. This position would also include supporting the coordination of the AFOA Canada National Conference.

#### Candidate

Reporting to the President and Chief Executive Office, the incumbent shall have:

- Business Administration or diploma or, equivalent from a two-year college or technical school or, one to two years related experience and/or training or, equivalent combination of education and experience.
- Excellent communications skills (reading and writing skills) are essential to the position.
- Excellent project management skills with a track record for completing projects.
- French proficiency and/or a working knowledge of an Aboriginal language would be considered an asset.
- Must be capable of taking direction and able to work as part of a team.

**Personal Characteristics:** Reliability, strong organizational skills, good judgement, tact, strong interpersonal skills, and willingness to be a team player and ability to multi-task in a very dynamic work environment.

**Location:** AFOA Canada, Ottawa, Ontario. **Closing Date:** Friday, April 28, 2017 (12:00PM – local time)

**Salary and Benefits:** A competitive salary and benefit package is offered.

For qualified candidate, you are invited to submit a covering letter along with a current resume and three (3) work related references. For any questions or concerns, please forward an email to [HR@foa.ca](mailto:HR@foa.ca)

#### AFOA Canada

1066 Somerset Street West, Suite 301  
Ottawa, Ontario K1Y 4T3  
Fax (613) 722-3467 Email: [HR@foa.ca](mailto:HR@foa.ca)

Interviews will be held in Ottawa. 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.