



Employment Opportunity

The Southern First Nations Secretariat is now accepting applications for the position of:

ADMINISTRATIVE ASSISTANT (MENTORED WORK)

- Eligible participants are aged 15 to 30 inclusively.
- Mentored work placements are for youth who reside on reserve, are not in school, are unemployed or underemployed.

POSITION REPORTS TO: Executive Assistant

WAGE/HOURS: \$15/hour 37.5 hours per week

POSITION SUMMARY:

Under direct supervision of the Executive Assistant, the Administrative Assistant - Mentored Worker will be responsible for assisting with daily administrative duties of the Administration department.

DUTIES & RESPONSIBILITIES:

- Provide general clerical duties for the Administration department including reception, filing, photocopying, typing, and faxing.
- Coordinate virtual meetings, preparation of meeting materials, and recording minutes as required.
- Assist with website and social media updates and marketing.
- Assist with obtaining relevant information for the SFNS Bi-Monthly Newsletter.
- Assist with planning special events as required.
- Provide other clerical/administrative duties as required.

QUALIFICATIONS:

- Previous work experience within a First Nation community/organization preferred.
- Previous administrative work experience preferred.
- Computer skills (i.e. Microsoft Office - Word, Excel, Outlook).
- Must have the ability to work remotely, independently or in a team environment.
- Strong oral and written communication skills.
- **Applicants must be between the ages of 15-30 years of age, not in school, unemployed or underemployed.**
- Must have access to reliable transportation.



Closing Date: Friday, May 14, 2021 @ 4:00 p.m.
Interviews (via Zoom) are tentatively scheduled for Wednesday, May 19, 2021

Length of Position: 44 Weeks
(May 31, 2021 – March 31, 2022)
Based on availability of funding. Start date is subject to change.

**** Due to COVID-19 this will be a majority remote (work from home) position.**

Please submit via email a cover letter, resume, and three current written employment and/or character references to:

Lori Fisher, Executive Assistant
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Email: exec.assistant@sfns.on.ca

**Please clearly mark your subject line:
"Confidential - Mentored Work – Administrative Assistant"**

Please ensure to include your contact information including phone number and email address in your cover letter/resume.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.