



## EMPLOYMENT OPPORTUNITY

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

### **ISETP Administrative Assistant** (Full-time, Permanent)

**Position Reports to:** ISETP Director

#### **Position Summary:**

The ISETP Administrative Assistant is responsible for providing administrative support and performing a wide range of financial duties for the ISETP department. This is an administrative position requiring a high degree of organization, multitasking, and priority setting in a confidential environment.

#### **ISETP Guiding Principal:**

To enhance the social and economic goals of our member First Nations through the delivery of quality training programs and services tailored to the needs of our membership. Using a client-centered approach to assist individuals in achieving their full potential and economic independence.

#### **Duties & Responsibilities:**

- Establish and maintain regular communication and information sharing with First Nation Employment & Training (E & T) staff.
- Respond to inquiries or requests for assistance from other SFNS departments and partner organizations (member First Nations, E & T staff, government agencies, etc.).
- Prepare written communications (e.g., emails, letters, etc.).
- Collect, transcribe, and analyze data for reports and documents.
- Complete Employment Insurance (EI) verifications as requested by member First Nations.
- Assist First Nation E & T staff with ARMS database management system inputs, tracking file completion, and assisting with any tasks as needed.
- Provide other administrative duties as required.
- Compile budget information and other financial documents that may be required from ESDC to support Annual Expenditure Plan.
- Prepare departmental cheque requisitions for payment, track departmental expenditures, and process First Nations payments.
- Support First Nation E & T staff with quarterly financial reports, tracking expenditures and ensuring compliance with established budgets and Sub-Agreement criteria.



## STATEMENTS OF QUALIFICATIONS:

### Basic Requirements (Mandatory & Minimum):

- Post-secondary diploma in office administration or related field, or equivalent combination of skills and experience;
- At least three years of progressive, recent, and relevant work experience; and
- Experience in financial reporting, budgeting, and monitoring.

### Rated Requirements:

- Previous work within a First Nation community/organization;
- Familiarity with ISETP (formerly ASETS) programs and services including economic development issues specific to First Nations;
- Ability to read, understand and interpret General Ledgers;
- Strong computer skills i.e. Microsoft Office (Word, Excel, Outlook);
- Proven ability to effectively prioritize workflow;
- Excellent interpersonal, written, and oral communication skills;
- High standards of ethics and confidentiality to handle sensitive information;
- Valid driver's license and access to reliable transportation; and
- Willing to provide a current criminal reference check.

**Salary Range:** \$35,000-45,000 per annum based on experience and qualifications.

### Physical Demands:

- Sitting for long periods of time in office environment at a desk, computer terminal, or in meetings.
- Required to drive a vehicle to perform duties.

**Closing Date:** Friday, April 19, 2024 @ 4:00 p.m.  
Interviews are tentatively scheduled for Wednesday May 1, 2024.

Please submit a resume with three current written employment and/or character references to:

Janice Noah, ISETP Director  
Southern First Nations Secretariat  
22361 Austin Line  
Bothwell, ON N0P 1C0  
Email: [jnoah@sfns.on.ca](mailto:jnoah@sfns.on.ca)

**Please clearly mark your subject line:  
"Confidential - ISETP Administrative Assistant"**

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