



## Employment Opportunity

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

### **Mentored Administrative Assistant** (Mentored Work)

- Eligible participants are aged 18 to 30 inclusively, and
- Recipient of Ontario Works financial assistance (supporting documentation and/or Case Manager contact details will be required).

**POSITION REPORTS TO:** Executive Assistant

**WAGE/ HOURS:** \$17.00/hour  
37.5 hours per week

**POSITION SUMMARY:** Under direct supervision of the Executive Assistant, the Mentored Administrative Assistant will be responsible for assisting with daily administrative duties of the Administration department.

#### **DUTIES & RESPONSIBILITIES:**

- Provide reception duties including answering the phone, greeting and directing clients.
- Log and distribute incoming correspondence including fax, mail, and email.
- Provide general clerical duties for the Administration department including filing, photocopying, typing, and emailing.
- Coordinate meetings, preparation of meeting materials, and recording minutes as required.
- Provide clerical support to SFNS staff by assisting with the transferring of files to a new document management system.
- Shipping and receiving (ensuring environmentally friendly options are utilized wherever possible).
- Assist with obtaining relevant information for the SFNS Bi-Monthly Newsletter.
- Assist in the planning, executing and delivery of a variety of SFNS led special events.
- 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 independently or in a team environment.
- Strong oral and written communication skills.



- **Applicants must be between the ages of 18-30 years of age and a recipient of Ontario Works financial assistance.**
- Must have access to reliable transportation.

**Closing Date:** Friday, April 19, 2024 at 4:00 p.m.  
Interviews are tentatively scheduled for Friday, April 26, 2024

**Length of Position:** 47 Weeks  
(May 6, 2024 – March 31, 2025)  
*Based on the availability of funding. Start date is subject to change.*

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  
Fax: (519) 692-5976  
Email: [exec.assistant@sfns.on.ca](mailto:exec.assistant@sfns.on.ca)

**Please clearly mark your subject line:  
"Confidential – Mentored 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.*