



Northwestern Ontario Métis Child & Family Services

Supporting Métis Children, Families and Communities

EMPLOYMENT OPPORTUNITY

Position: PROGRAM / ADMINISTRATIVE SECRETARY

Location: Dryden

Status: Full-Time or Part-Time, fixed term contract position to April 30, 2027, with possibility of an extension

Closing Date: Open until filled

Northwestern Ontario Métis Child and Family Services is a non-profit agency providing culturally safe support services for children, youth, families and elders using a Wholistic Service Delivery Model (WSDM).

GENERAL DESCRIPTION

Reporting to the Program Supervisor, the Program / Administrative Secretary position will provide coordination support on regional events/items for the Northwestern Ontario Métis Community (NWOMC). The selected candidate will be employed by NWOMCFS but primarily provide services to the NWOMC.

RESPONSIBILITIES

- Plan and arrange activities such as virtual and in person meetings
- Arrange consultation meetings and Community Information sessions
- Be responsible for a variety of administrative and secretarial tasks such as: Answering calls, preparing and managing correspondence, organizing travel, managing appointments, and maintaining a document managing system.
- Ensure all details such as preparing, material, minute taking and distribution, and any required follow up is completed.
- Develop and manage communications such as letters, invitations, brochures, posters, research briefings, website content, online applications including processing and grading applications, posting information to the regional website, and utilizing Google applications and SurveyMonkey, among other materials as required and directed.
- Provide updates to the internal team via summary reports and online meetings

QUALIFICATIONS

- Community College Diploma in Office Administration or equivalent
- Minimum two years administrative experience
- A combination of related education, experience and skills may be considered
- Experience working with Indigenous agencies and Indigenous programs

REQUIREMENTS

- Knowledge of NWOMCFS vision and mission, structure, programs and the NWOMC.
- Ability to be a firm and articulate advocate for Métis people
- Demonstrated secretarial and administrative experience including knowledge of office procedures

- Commitment to helping Métis people across the lifespan by providing services in ways that respect Métis cultural and spiritual practices
- Invested to community partnership development and ability to negotiate and manage partnerships with external organizations
- Knowledge of computer equipment with related software such as Windows, Word, Outlook and related database applications
- Demonstrated initiative, time management, and excellent organizational skills
- Excellent interpersonal skills and experience working effectively as a team member with minimal supervision
- Professional integrity and ability to maintain confidentiality
- Ability to speak Michif is an asset
- Must provide a current satisfactory Criminal Records Check and Vulnerable Sector Screening
- Must possess a Class G Ontario Driver's License, have access to a vehicle, willing to travel, and provide a three-year uncertified Driver's Abstract

Compensation: \$45,661 - \$56,000 per annum

Benefits: Dental and vision care, extended health, life insurance, EAP, flexible scheduling, paid time off and a workplace committed to personal well-being. Full-time employees are eligible to enroll in the organization's pension plan.

Working Conditions:

This is a full-time contract position working standard office hours (35 hours per week). This position functions in a normal office environment with extended periods of sitting using typical office equipment. There are no unusual physical demands. The noise level can be moderate to high. The position may expose the Program / Administrative Support Secretary position to high levels of tension and there may be some challenging contacts or situations. Given the traditional practices of Indigenous people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage, or cedar, may also occur.

Application Process:

Please submit the Application for Employment available on our website www.nwomcfs.ca and include a detailed cover letter and resume before 4:30pm on the closing date. Incomplete applications will not be considered. Complete applications can also be emailed to careers@nwomcfs.ca

For additional information please contact NWOMCFS Human Resources at HR@nwomcfs.ca Please note that as an Indigenous Well-Being Agency, preference will be given to qualified applicants of Métis, First Nations, and Inuit ancestry. Please self-identify when applying.

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

NWOMCFS is committed to providing a barrier free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights code. Accommodations are available upon request