



## **EMPLOYMENT OPPORTUNITY POSTING**

### **EMPLOYMENT & TRAINING ASSISTANT**

**CLASSIFICATION:** Term Contract to March 31, 2019 with possibility of extension  
**SALARY:** Commensurate with qualifications and experience  
**LOCATION:** Ogemawahj Tribal Council Office  
**DEADLINE TO APPLY:** Thursday July 12, 2018

The Ogemawahj Tribal Council (OTC), consisting of the following member First Nations: Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island, and the Pottawatomi of Moose Deer Point, supports the overall goals and objectives of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibility as the Employment & Training Assistant for the Employment and Training Department for the OTC.

Reporting to the Employment & Training Coordinator and the Executive Director, the main goal is to provide administrative and clerical support. Primary responsibilities will include, but not be limited to; data input; preparing OTC communication to update member First Nation management and the Ogemawahj Tribal Training and Economic Resources (OTTER) Advisory Committee; distribution, and collection of a labour market intervention evaluation form; collating and formatting responses of the labour market intervention form, documentation of training requests and other correspondence and filing. This position will require continuous support to member First Nations, constant liaison with other community support service providers to ensure mutual understanding, partnership building, and ongoing networking relationships to enhance OTC service delivery to its member First Nations.

#### **Minimum Qualifications:**

- Minimum 2 years of college or university experience in business administration or related discipline and one year experience in an administrative capacity;
- Demonstrated experience in administration, general accounting procedures and assistance with project management;
- Must have proven administrative experience and be able to manage multiple files simultaneously;
- Must have excellent computer skills, proven experience with Microsoft word and Microsoft Excel, spreadsheet, database, presentation (PowerPoint) and publishing software preferably in a Microsoft environment; Outlook, email and internet skills;
- Experience with Payroll (ACCPAC Advantage) an asset;
- Must have proven experience working with First Nation Government, First Nation communities and other levels of Government. A keen appreciation of Native culture and community aspirations is required;
- Must have proven well-developed communication, staff/public relations and negotiating experience; must be highly self-motivated and able to work well independently or as a team;
- Must have valid Ontario Driver's License; \$2M liability insurance, and reliable transportation;
- Demonstrated education and training on First Nation employment counselling and social issues;
- Must be bondable;
- Must provide a Current Criminal Reference check relevant to the position and Vulnerable Sector Search.

#### **KNOWLEDGE AND SKILLS:**

- Must demonstrate the ability to work with a high level of tact and discretion;
- Must demonstrate results - oriented administrative support management skills;
- Must possess excellent Project Management skills and must be able to establish and effectively achieve measurable objectives within directed work plans;
- A sound knowledge of contemporary public and private sector operating systems and procedures is required;
- Must be innovative and decisive with high organizational, managerial support, research support and analytical time management skills;
- Knowledge of budgeting, generally accepted accounting principles and auditing procedures;
- Familiar with office machines including computers, adding machines, photocopiers, fax machines, phone systems and postage machine;
- Knowledge of Privacy legislation;
- Must demonstrate a high level of skill and ability on the Microsoft Office software package, including Word, Excel and Microsoft Publisher;
- Knowledge of federal Human Resources legislation.

#### **PLEASE SEND APPLICATIONS TO:**

**Ogemawahj Tribal Council,  
Attention: Executive Director  
5984 Rama Road  
Rama, ON L3V 6H6  
or  
mailto:exec\_director@ogemawahj.on.ca**

**For more info, please call: (705) 329-2511**

Candidates must provide a detailed resume, cover letter and three references by the deadline. Please mark on the envelope "Employment and Training Assistant Position." Only those selected for an interview will be notified. Full job description available upon request. Late applications will not be considered.