



JOB POSTING: FULLTIME CONTRACT POSITION Assistant, Education Office

Interested Candidates: Applications ***must*** include a cover letter, resume and three work-related references and/or letters of reference.

JOB SCOPE: The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Assistant, Education Office**. In this position you will provide administrative assistance to both the Education Manager and the Student Services Coordinator for the Alderville Alternative School to help improve the efficiency of the Education Department and delivery of services.

This is a *full-time, long-term contract position* for approximately one year with *potential extension* starting immediately until March 31, 2020. Standard office hours to apply at 35 hrs per week; ***must*** be willing and available to work evenings and/or weekends as required.

Duties & Responsibilities:

- Maintains accurate lists for a variety of purposes;
- Communicates with parents and students as needed;
- Organizes files and student resources, reviews and shreds old files;
- Research as may be needed;
- Prepares cheque requisitions;
- Orders educational materials;
- Assists in preparation of reports;
- Uses solid planning skills to assist with the preparation of the upcoming school year's Educational Support Programs and the Student Awards
- Gains familiarity with the variety of responsibilities of the Education Department and takes on additional duties as they relate.

Related and other duties:

- Continuously try to line up back-up bus drivers, as well as assists in the administration of the bussing program;
- Maintains an inventory of educational supplies & resources;
- Run errands such as picking up supplies;
- Contacts service providers eg. speech therapists and tutors;
- Studies the Education Service Contract and the Anishnabek Educational Agreement;
- Special projects, assigned tasks and additional regular duties as required by your Supervisor.

Minimum Qualifications:

- Grade 12 or equivalent experience;
- Post-secondary education in Office Administration desirable or equivalent maturity and experience.
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Must have valid Class 'G' driver's license with \$1M liability insurance and reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Good computer skills, specifically with MS Excel, Word, PowerPoint and Outlook;
- Strong attention to detail, accuracy and organizational skills; able to prioritize and meet deadlines;

- Strong research skills;
- Self-motivator with ability to work independently and in a team environment;
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer;
- Work experience with a First Nation or Aboriginal Organization.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$16.64 – 17.51 per hour

Deadline to Apply: **Open until filled**, first screening Tuesday, April 16, 2019 at 4:30PM

How to apply: Applications must include a cover letter, resume and three work-related references and/or letters of reference.

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Assistant, Education Office*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.