



Invites applications for a
**EXECUTIVE ASSISTANT
FULL TIME POSITION**

Classification: EXA, \$27.05 – \$30.60 per hour
Hours of Work: 7.25 hours per day or 36.25 hours per week
Competition Number: 2018009-EA-D
Location: Dauphin, Manitoba

The Executive Assistant will coordinate the business affairs, administrative procedures, public relations research and analysis under the direction of the Executive Director. This is a senior administrative position requiring a high level of initiative, self-reliance and the ability to identify and prioritize various tasks with minimal supervision.

Provide Administrative support services to the Executive Director

- Schedule and coordinate the Executive Director's daily agenda
- Schedule travel arrangements
- Schedule workflow, office operations, and implement general administrative practices, policies and procedures
- Organize and maintain various confidential, administrative, reference, and follow-up files
- May provide administrative consultation to other administrative staff in the Agency
- Act as a resource for professional staff for clarification of organizational policies and procedures

Coordinate the flow of information internally and with other departments and organizations.

- Receive and prioritize incoming and outgoing telephone calls and correspondence from staff, senior management, government representatives, external collateral organizations, clients and general public on behalf of the Executive Director
- Respond, both verbally and in writing, at times on own initiative, with a high level of professionalism, confidentiality and discretion to a wide range of inquiries
- Provide information and typically resolve complaints which frequently require the use of judgment and interpretation of policies and procedures
- Collect information and produce a variety of complex reports, letters and memoranda that are confidential and sensitive in nature
- Maintain and utilize a general filing system in support of program services.

Coordinate executive and staff meetings

- Coordinate board and executive meetings and take minutes.
- Communicate with Board members on behalf of Agency and Executive Director.
- Prepare and distribute background documents and ensure that scheduling and coordination of facilities and relevant notice for meetings are prepared and distributed
- Act as Recording Secretary and administrative assistant to a variety of committees and meetings
- Other duties as assigned.

Key Qualifications:

Education

- Grade 12 and completion of a recognized diploma or equivalent in administration

Experience

- Experience working with Metis and Inuit people.
- Five years experience in a senior administrative role within a Child & Family Services environment
- Proficiency in MS Office including Word, Excel, Access, PowerPoint and Internet
- Two years experience working in a unionized and non-unionized environment.
- Experience in Child and Family Services sector preferred.

Knowledge, Skills and Abilities

- Demonstrate understanding and appreciation of Metis and Inuit culture.
- Excellent interpersonal, administrative, organizational and written communication skills
- Proven ability to manage multiple projects concurrently.
- Ability to develop reports and processes within recognized MS software applications: database (Access), spreadsheet (Excel), presentation (Power Point) and word processing (Word)
- Ability to maintain highly sensitive and confidential information
- Ability to work collaboratively within a team environment as well as independently.
- Ability to handle a large volume of work, manage multiple projects and multi-task.

Your cover letter and resume must clearly indicate how you meet the qualifications. Please submit your resume under cover letter indicating the competition to:

Michif Child and Family Services,
Attention: Human Resources
Email: hr@michifcs.com

Applications will be accepted until March 13, 2018.

We thank all who apply, however, only those selected for an interview will be contacted.

Applicants are encouraged to self-declare in the cover letter.
Preference will be given to Métis and/or Inuit applicants.