



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



TREATY #3 INVESTMENT GROUP

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Cecilia Jeffery Residential School Project Assistant
Category: Term position (1 year)
Location: Kenora, Dryden or Fort Frances, ON
Closing Date: Open until filled

Job Overview:

The Grand Council “Cecilia Jeffery Residential School Project Assistant” supports Indian Residential School Survivors. Reporting to the Economic Department Manager, the Cecilia Jeffery Residential School Project Assistant will be responsible for providing administrative and clerical support to the Economic Development Unit to ensure that the services are provided in an effective manner. The Project Assistant will assist staff with the co-ordination of functions, special events and reception coverage as required.

Responsibilities:

- Schedules, confirms, and arranges appointments and meetings of the CJ Advisory Council
- As recommended prepares, takes minutes, edits and proofreads correspondence, and related material
- Co-ordinates and manages general administrative office services, such as accommodation, equipment, supplies and general office maintenance
- Assist in the preparation of business-related presentations including text, overheads and electronic in form
- Provide mental health referrals.
- Support policy development; analyze statistical data, evaluate policy; prepare briefings, reports, position papers; develop action plans and make presentations;
- Facilitate workshops, training and information sessions and organize meetings.
- Liaise with First Nation members, communities and other stakeholders.
- All other related duties assigned by your supervisor and the Leadership of GCT#3.

Qualifications:

- Experience as a Secretary / Administrative Assistant is an asset
- Proficient spoken and written English with an understanding of the Anishinaabe language
- Knowledge of Word, Excel, PowerPoint and MS outlook
- Punctual, meticulous and reliable with courteous manners to the public
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.
- Excellent written and verbal communication skills that take into consideration the complexity of information and intended audience.

- Must possess or obtain a valid Ontario drivers license (Equivalent to Class G) and have access to a vehicle.
- Solid understanding of Treaty Rights, challenges, opportunities pertaining to First Nation social issues regarding IRS.

Working Conditions:

- Work weeks are 5 days, Monday to Friday, starting at 9:00am to 4:30pm
- Entitled to one hour of unpaid time for lunch and two paid fifteen-minute breaks.
- Frequently exposed to noise and a regular flow of people around the office
- Frequently assigned to changing priorities
- May be required to work extra hours and will receive compensatory time off.
- Responsible for meeting the demands of multiple priorities with multiple deadlines

All interested individuals please apply to the following:

Human Resources Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

Please include three employment references, and able to provide a current Vulnerable Persons Check. We thank everyone for their interest, but only those chosen for an interview will be contacted.