



GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE

## EMPLOYMENT OPPORTUNITY

**Position:** Education Administrative Assistant  
**Category:** Permanent Position (Fully Funded)  
**Location:** GCT#3 Administration Office Kenora, Fort-Frances or Dryden, ON  
**Closing Date:** Open until filled



### Job Overview:

The Grand Council “Education Administrative Assistant” supports the work of the Grand Council Treaty #3 Education Unit and assists the Administrative Office of Grand Council Treaty #3 Representative Services. The Education Administrative Assistant provides administrative support to the Education project activities, meetings, conferences, forums and engagement sessions. The Education Administrative Assistant interacts with various levels of education stakeholders with Treaty #3 Leadership, First Nation communities, tribal organizations, and school boards, provincial and federal governments. The Education Assistant is a dynamic, personable, highly organized, multi tasker who can engage in administrative activities to support the GCT3 Education Unit

### Duties and Responsibilities:

- Communicate and collaborate with GCT3 Education Unit members.
- Greet visitors, ascertain nature of business and direct visitors to appropriate person.
- Answers telephone and electronic inquiries, relay calls and records messages.
- Open and distribute incoming and electronic mail and other material and coordinate the flow of information internally and with other departments and First Nation organizations.
- Disseminates information to Education contacts in Treaty #3, maintains updated Education contact information.
- Assist with the coordination of meetings for the Grand Council Treaty #3 Education Unit, Education Committee and Education Task Teams.
- Schedules, confirms, and arranges appointments and meetings of the GCT3 Education Unit. Prepares agenda, meeting kits, meeting packages, sign in sheets.
- Coordinates travel and meeting arrangements: arranges travel schedules, make reservations, submit travel expense, cheque requisitions, purchase orders, venue coordination, travel reconciliation.
- Records and prepare minutes of meetings, maintaining filing and distribution of minutes.
- Performs administrative support tasks: requisition submission adhering to financial policies.
- Set up and maintain manual and computerized information filing systems.
- Assist in the preparation of business related presentations including displays, text, hard copy or electronic.
- Prepares electronic communications ie. GCT3 Newsletter Education section, Posters, flyers, social media postings.
- Maintains Education Unit Annual Calendar of Events.
- Determine and establish office procedures including ordering office and promotional supplies and maintain inventory.
- Completes office reporting procedures and duties.
- May supervise and train education office staff, summer students and mentored work placements in Grand Council office procedures and in use of current software.
- May compile data, statistics, and other information to support research activities.
- Draft various reports for the employer.
- May be required to fill in for reception from time to time.
- Coordinate with HR and Education Director administrative support as needed for hiring.
- Assist with the coordination of meetings for the Grand Council Treaty #3 General Assemblies and support other unit activities as required.
- Provides administrative supports to GCT3 Education project management activity as directed.
- During an emergency pandemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by Education Director and GCT3 Leadership.

**Qualifications:**

- Completion of secondary school.
- Completion of a one or two-year College or other program for Administrative Assistants or Secretaries or Previous clerical experience is required.

**Skills/Abilities:**

- Ability to establish and maintain effective, respectful working relationships with GCT3 staff, Treaty #3 Communities, and the general public.
- Ability to speak and understand Anishinaabemowin is an asset.
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- Strong customer service orientation.

**Working Conditions:**

- Must have valid driver's license (Equivalent to Class G), in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and Repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Ability to conduct and attend presentations.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Human Resource Manager  
Grand Council Treaty #3  
P.O Box 1720 Kenora,  
Ontario P9N 3X7  
Fax: 807-548-5041  
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.