

Shooniyaa Wa-Biitong

401 Mowat Avenue • Fort Frances, Ontario • P9A 1Y7
Tel: (807) 274-0090 • Fax: (807) 274-8553



ANOKIIWIN ADMINISTRATIVE ASSISTANT **ANOKIIWIN OFFICE OF SHOONIYAA WA-BIITONG** **FORT FRANCES, ON**

CONTRACT POSITION WITH THE POSSIBILITY OF EXTENSION FOR 2018/2019

DATE: FEBRUARY 6TH, 2018

Immediate Supervisor: Anokiiwin Manager

Overall Supervisor: Executive Director

Immediately Supervises: n/a

Accountabilities:

To monitor and support the Anokiiwin Job Connect project; both job seekers and employers

To promote and advertise employment opportunities on the job bank

Proficiency operating computer programs to support success

To provide in-take services to all Treaty #3 clients

To provide reception duties within the Anokiiwin office of Shooniyaa Wa-Biitong

To market Shooniyaa Wa-Biitong's programs and services to all Treaty #3 membership, communities and region.

Qualifications:

- Knowledge and experience working in an Aboriginal organization
- Proficient and demonstrated skill in using multi line phone system
- Proficient computer skills using Microsoft Office; Word, Excel, Publisher and Outlook
- Knowledge of filing systems and office procedures
- Must have excellent communications skills; both written and oral
- Demonstrated organization skills, with the ability to multi-task and meet deadlines
- Must have superior public relations skills
- Must be time efficient and dependable
- Fluency in the Ojibway language is a definite asset, but not required

Duties:

- To provide reception duties for the Anokiiwin Office (downtown Fort Frances)
- To maintain administrative files
- Data entry into the Anokiiwin Job Connect webpage; posting of employment opportunities and creating job seeker and employer profiles
- Entering of data and interventions into client database, must ensure information is accurately entered and in a timely manner
- Responsible for keeping the office job board neat, orderly and up to date
- To support walk-in clients; seeking and applying for employment opportunities
- Support partner agencies and communities through; the sharing of information, access to resources, and the relaying of information
- Maintain an inventory of businesses, communities, partners and industry contacts
- To provide employment assistants to individuals on reserve and off reserve in the form of: in-take, referrals, and job search skills.
- To promote the services of Shooniyaa Wa-Biitong and the Anokiiwin Job Connect through regular communication and contact with Treaty #3 membership, First Nation communities, and employers
- Responsible for light housekeeping around the office
- To be an active team member of Shooniyaa Wa-Biitong

Deadline for applications is February 16th, 2018

Apply by forwarding a cover letter, resume with references and authorization to contact references;

Attention: Dana Bridgeman Cross, Anokiiwin Manager

Anokiiwin Office of Shooniyaa Wa-Biitong
401 Mowat Avenue
Fort Frances, ON
P9A 1Y7

Email: dcross@shooniyaa.org

Fax: 807-274-8553

Training & Employment Centre for the Treaty No. 3 Area

“Trained Anishinaabeg working toward a strong Treaty #3 Nation”