



EMPLOYMENT OPPORTUNITY

Executive Assistant to the Ontario Works Administrator

Summary

The Wikwemikong Ontario Works office is seeking a highly motivated individual to serve as the Executive Assistant to the Ontario Works Administrator.

The executive assistant will work under the direct supervision of the Ontario Works Administrator and be responsible for providing executive-level administrative, operational, and policy services to the Administrator.

Duties and Responsibilities

The responsibilities for this position are flexible and may be adjusted based on the organization's needs and priorities. The job requires working as a team to achieve the organization's goals. You will help manage, coordinate, and deliver the organization's strategic plan and work plan objectives. Additionally, you will support the Ontario Works Administrator for various projects, programs, budgets, policies, and staffing.

- Offering administrative support for internal and external reporting, coordinating information flow, preparing briefing notes and agenda request forms, and aiding in office administration tasks.
- Maintaining personnel files and maintaining records for reports and submissions.
- Managing relationships with the community, partners, leadership, stakeholders, and government agencies is also a key component of the job.
- Work within a collaborative approach towards the goals and objectives of the organization.
- Provide support to the Ontario Works Administrator regarding projects, programs, budgets, policies, and staffing.
- Provide administrative support in preparations and submission of internal and external reports.
- Coordinate the flow of information to the Ontario Works Administrator as required for policy and operational decisions.
- Other duties as required.

Requirements

- A post-secondary degree or diploma in a relevant field of study, along with at least two (2) years of experience in an office setting. A combination of education and experience may be considered.
- Ability to plan, multi-task, and manage time effectively, to work independently or as a team.
- Demonstrated communication skills (both written and oral) and conflict resolution skills with the ability to work under pressure and respond effectively in difficult or sensitive situations.
- Fluency in Anishinaabemowin is considered an asset.
- A thorough understanding of Wikwemikong's culture and social dynamics is required.
- Proficiency in Microsoft Excel and Word.
- A valid Class G Driver's License is necessary.
- The successful candidate will be expected to submit a vulnerable sector check as a condition of employment.

Salary is \$65,009.00

Interested applicants must submit a cover letter, resume, and three employment-related references (including one from the most recent employer), along with copies of qualifications, to:

Wikwemikong Ontario Works

11 King Street, Wikwemikong, ON P0P2J0

Re: Executive Assistant

Applications will be accepted via mail, hand-delivered, or email jenniferfox@wiikwemkoong.ca