



Nakiwin Azheyaaksin
Employment Opportunity
Administrative Assistant
Prevention Services Program

Summary

WUT Prevention Services is seeking to fill the position of Administrative Assistant to provide administrative duties and services to the Team. Working under the direct supervision of the Prevention Services Manager, this position strives to assist the team to achieve goals and objectives of the Wiikwemkoong Prevention Services, a community-based program assisting individuals by providing alternative early intervention both traditional and mainstream practices in accordance with the stages of life and the grandfather teachings.

Duties and Responsibilities

- Demonstrates a positive healthy lifestyle;
- Comply and adhere with the Wiikwemkoong Personnel Policy.
- Be familiar with Community partners and Child and Youth Services Act.
- Knowledge of WUT community standards and Children's Bill of Rights
- Participate constructively as a team player in the WUT Administration.
- Assist in the development of the monthly programming activities.
- Answer in- coming phone calls and direct to appropriate staff members.
- Record all incoming mail and correspondence, mail, faxes.
- Maintain office inventory of supplies
- Be familiar with file management system with the team
- Able to assist in the required reports and recordings.

QUALIFICATIONS

- A certificate or diploma in Office Administration or willing to obtain
- Minimum of two year's experience in office administration
- Knowledgeable of computer programs i.e., excel
- Fluency in Anishnawbemowin is an asset otherwise willing to learn
- Valid Class "G" Driver's Licence and access to reliable transportation

Salary: \$ 59,916.00

Posted: January 10, 2025

Closing Date: Until Filled

Please submit a covering letter, resume, 3 work related references and copies of your qualifications to:

Confidential: Family Intervention/Community Support

Box 112 19A Complex Drive

Wiikwemkoong Unceded Indian Reserve

Wiikwemkoong ON POP 2J0

erc@wiikwemkoong.ca

We thank all interested applicants. Only those selected for an interview will be contacted. Please submit copies as there is no return of submissions. Late Submissions will not be considered.