



OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

POSITION DESCRIPTION

Position Title: Administrative Coordinator
Hours of work: 35-hour week
Location: 106 Centennial Square, 2nd Floor
Reports to: The President
Appointment: Permanent
Salary: \$24.00-30.00/hr

WHO WE ARE:

Oshki- Wenjack's mission is to achieve excellence as a leader in the innovative design and delivery of quality post-secondary and training programs which meet the holistic educational needs of Nishnawbe Aski Nation and other learners in a safe, inclusive, supportive, and culturally enriched learning environment.

VISION STATEMENT:

Oshki-Wenjack is the Institute of choice for Indigenous learners and provides holistic, expert-designed, and accredited post-secondary and training programs. Oshki-Wenjack builds self-awareness in learners and empowers them to contribute to the community, economic and cultural growth of Nishnawbe Aski Nation and other communities.

POSITION SUMMARY

Supporting the leadership team, the Administrative Coordinator is responsible for providing exemplary administrative support while overseeing admin staff. The successful candidate will be a self-confident, pro-active innovative thinker who demonstrates superior organization and time management skills, with the ability to handle a variety of competing responsibilities. The role is fast paced with multiple demands and requires a demonstrated regard for confidentiality. The role must interact seamlessly and with a professional demeanor across a diverse range of individuals. The Administrative Coordinator will be relied upon heavily to handle most communication, scheduling, administrative and operational needs. This position will also act as coverage for our receptionist.

KEY RESPONSIBILITIES

- Perform a wide variety of administrative tasks.

- Draft, review and send documents, letters, memos, emails, and any presentations required.
- Manage verbal and written communication with employees, key groups, and other external parties.
- Coordinate with IT to ensure smoothness of meetings and presentations.
- Efficiently handle multiple calendars and schedule day to day activities.
- Arrange, schedule, and organize staff and leadership meetings.
- Prepare and distribute meeting notifications.
- Collect agenda items and any required materials as well subsequent updates or changes.
- Create required agendas.
- Record minutes of meetings and agenda items.
- Handle printing, faxing, copying filing and email/messages.
- Complete any special projects including creating PowerPoint presentations and or special reports.
- Coordinate travel details for the Leadership Team.
- Keep the Leadership Team advised of time sensitive and priority issues.
- Maintain paper and electronic filing systems.
- Coordinate and liaise with other Oshki-Wenjack staff as needed; play a key role in the coordination with staff efforts both within and outside the department.
- Assist Human Resources as required.
- Coordinate scheduling of interviews.
- Conduct phone screenings for interviews.
- Liaise with human resources.

Other Duties

- Take personal responsibility to increase sensitivity, awareness, and implementation of Oshki-Wenjack's cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Access and utilize Elders and Knowledge holders for teachings and guidance as it relates to work deliverables.
- Be prepared to work in conjunction with the philosophy and mandate of the Institute.
- Adhere to the Policies and Procedures as set by the Institute.
- Always maintain professionalism.
- Adhere to the Code of Ethics and positive relationship building.
- Regular attendance and conduct at work as per the requirements of Oshki-Wenjack's Policies and Procedures.
- Assist in policy development.
- Marketing initiatives

COMPETENCIES REQUIRED

Specific Knowledge:

- Knowledge of Indigenous culture, traditions, and Indigenous communities
- Exceptional writing skills to produce professional workplace correspondence.
- Word formatting
- Proficiency in Microsoft Office Tools such as PowerPoint, Word, and Excel
- OneDrive
- ESA Legislation
- Indeed
- Social media platforms

Skills and Attributes

- Takes initiative.
- Motivated and driven.
- Possess a professional and warm demeanor, with a track record of managing sensitive situations tactfully and diplomatically.
- Excellent oral and written communications skills to effectively interact with team members and any external parties.
- Ability to communicate complex concepts and solutions to problems with diverse audiences in both formal and informal professional contexts.
- Effective research skills.
- Self-starter with the ability to work independently and in a team environment.
- Strong time management and multi-tasking skills
- Proficient organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to solve problems.

QUALIFICATIONS AND REQUIREMENTS

Required

- Post-secondary Diploma/Certificate in Marketing, Office Administration, Human Resources with 3 years of experience.
- Equivalencies may be considered.
- Some exposure to accounting or payroll would be an asset.

WORKING CONDITIONS

- Routine and repetitive tasks.
- Fast paced.
- Tight deadlines.

ADDITIONAL INFORMATION

The Administrative Coordinator is based at the **Centennial Square location**; however, all employees may be required to work across other sites or at home from time to time.

Health & Safety

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

Job type: Permanent Full-Time

In addition to competitive wages and a rewarding career where you can truly make a difference, we offer a comprehensive benefit package that meets the various needs of our diverse employees, Including,

- Cultural Activities.
- Employee development group activities.
- Personal training opportunities.
- Health, dental and vision.
- Company pension.
- Paid Vacation.
- Paid sick days.
- Personal days.
- Paid Stat and Civic Holidays.
- Access to cultural supports.
- Paid time off at Christmas in addition to paid vacation time.

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- In-person
- Travel may be required

Experience:

- 3 years

License/ Certification:

- N.A

Employment is subject to:

- Proof of Education requirements
- Proof of any licenses or certifications
- Must sign an Oath of Confidentiality
- Must be willing to work a flexible 40-hour work week.

- Oshki is committed on implementing measures to protect its community members, staff, and other stakeholders from COVID-19. As a result, Oshki has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required.

Preference may be given to:
Individuals of Indigenous ancestry
(Section 18 of the Human Rights Code of Ontario)

The above statements are the general functions of the position, and should not be interpreted as a detailed description of all the work requirements that may pertain to the job. This position description will be reviewed on an annual basis and may be subject to change.

Closing Date: Until filled.

Individuals who feel they are qualified are invited to submit a cover letter (quoting the above position title) along with a current resume to:

HR@OSHKI.CA

Please write the title of the position you are applying for in the subject line of the email.

We thank all those who apply, however only those selected for an interview will be contacted.