



JOB OPPORTUNITY

Kiikenomaga Kikenjigewen Employment and Training Services is looking for dynamic, qualified and committed individual for the following position: **Executive Assistant**

Background: KKETS provides culturally appropriate opportunities for education, training and employment by providing professional advisory, support services, relevant systems and programs to empower individuals to take initiative for change in their own lives.

Position Summary: Reporting to the Executive Director, the Executive Assistant is responsible for providing office and clerical services. This person will coordinate travel for the organization's Board of Directors and staff as directed by Executive Director. The Executive Assistant will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures.

Preferred Qualifications and Experience:

- Minimum high school diploma; College diploma preferred.
- 1-3 years' experience in an office setting.
- Knowledge of relevant legislation and programming.
- Knowledge of KKETS policies and procedures and understanding of Matawa First Nations Management.
- Understanding of the Matawa region and the member First Nation communities.
- Ability to manage Board of Director's activities.
- Proficiency in use of computers and office equipment.
- Knowledge of Aboriginal Employment & Training.
- Ability to speak and understand Ojibway/Oji-Cree/Cree is an asset.

Applicants will also have excellent stress management skills, administration, government and First Nations; and hold a valid driver's license or the ability to obtain. *Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated.* If you have any questions or concerns regarding this, please contact us.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

Deadline: Open until filled

Please submit cover letter with resume and three employer references to:

Kiikenomaga Kikenjigewen Employment and Training Services

Dave Neegan, Executive Director

RE: Executive Assistant JOB POSTING COMPETITION

523 Algoma St. N.

Thunder Bay, ON P7A 5C2

Or Fax to: (807) 768-4471

Or Email to: kkets-reception@matawa.on.ca

We thank all who are interested, however only those candidates selected for an interview will be notified.