

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

MAM Administrative Assistant – Summer

Purpose

The MAM Administrative Assistant Summer Student will work in coordination with the Mawachintoon Anishnabe Miijim (M.A.M.) team and the Matawa communities and its members to promote harvesting and traditional and cultural activities.

Scope

Reporting to the M.A.M. Program Director, the MAM Administrative Assistant Summer Student will provide administrative support to the Mawachintoon Anishnabe Miijim (M.A.M.) project team, including support to the Anishnaabemowin Wiichiwaywin project team. .M. The MAM Administrative Assistant Summer Student will also serve as the community promoter of Harvesters' activities' traditional food literacy components, provide dietary guidance for healthy food information, and coordinate food delivery of the program.

Reporting to

M.A.M. Program Director

Education

Willingness to learn.

Previous Experience

- Previous experience is considered an asset.
- Relevant educational background or equivalency would be considered an asset.
- Experience working within Aboriginal communities or with Aboriginal clients is an asset.
- Desire to learn effective office procedures and/or skills.
- Some computer software knowledge, including e-mail, word-processing, database, and spreadsheet software.
- Knowledge of traditional harvesting.

Knowledge, Skills, and Abilities

- Written and verbal communication skills or desire to learn and willing to learn report writing skills.
- Good problem-solving skills and a desire to learn more about traditional and country food harvesting.
- Knowledge of KKETS, Matawa Tribal Council, and other Indigenous organizations.
- Fluency in Ojibway or Oji-Cree is considered an asset.

Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet
- Research
- Have an interest or desire to learn the above mentioned

Personal Characteristics

- **Ethics:** Ensure your own behaviour and the behaviour of others is consistent with the standards and values of the organization.
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques

- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results
- **Problem-solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The employee may have to travel locally and throughout the region to various communities during different weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

Primary Duties and Responsibilities

PLANNING

- The MAM Administrative Assistant Summer Student will promote and carry out the program's traditional harvesting and cultural activity requirements.
- The MAM Administrative Assistant Summer Student will work alongside the MAM & KKETS Project Teams.

COORDINATION

- Ensure that the operation of the Harvesters Support Grant meets the expectations of its clients, Board, and Funders.
- Communicate with the Director of MAM and/or his/her designate to keep well informed of the work of the program.

ADMINISTRATION

- Maintaining and protecting electronic databases.
- Prepare program reporting requirements.

OTHER

Perform other duties as required.

Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____