



# AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

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## **EMPLOYMENT OPPORTUNITY**

**Position Title: Economic Development Assistant**

**Location: Sarnia, ON**

**Duration: Full Time Permanent**

**Posting Closes/Deadline: April 19, 2019**

### **Position Summary:**

Under the direction of the Economic Development Coordinator/Project Manager, the Administrative Assistant is responsible for providing day-to-day administrative and clerical support to the Development department. This position performs a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the Development department. Within a customer-service oriented environment, the incumbent is responsible for providing reception, information services, and administrative assistance. It is expected that the incumbent is well organized and possesses excellent time management skills

### **Responsibilities:**

#### **Administrative Assistance**

- Maintains calendars, contact databases, and appointments
- Document scanning and e-filing
- Perform general clerical duties including organizing, filing, shredding and photocopying documents and files, etc.
- Orders, organizes and maintains office supplies and consumables
- Operates office equipment – personal computer (MS Office environment), fax/copier/scanner
- Researches and provides information materials, such as electronic data (Internet) for projects and special assignments
- Organizes travel arrangements, course/conference registrations for Economic Development Coordinator/Project Manager
- Provides support to committees; recording and transcribing minutes, preparing agenda packages and arranging logistics of meetings
- Proofreads and edits materials to ensure high quality communications
- Provides administrative support as required
- Other duties as required and assigned by the Economic Development Coordinator/Project Manager

#### **Liaison with External Agencies and Committees/Boards**

- Responsible for answering phones, responding to voice or e-mail messages, as well as sending and receiving faxes – with staff and public
- Participate and attend Development Committee Meetings, and any other meetings which pertain to Aamjiwnaang First Nation Economic Development.

**Development Department Program Support:**

- Assists in meeting deadlines for various tasks and in the planning of events and workshops as required
- Assists with administration of the Membership Program including, but not limited to; issues certifications of Indian Status Cards, updating Band Membership List, and Issue Gas Cards
- To serve as the Recording Secretary to the Development Committee

**Project Administration**

- Ability to conduct research for business and community development projects and assist in preparing funding applications
- Assist with preparation of information for distribution to community
- Responsible for all records, ensuring files are updated and maintained for each project
- Draft correspondence and briefing reports as part of the project planning and development
- Assist with writing the final reports as per contribution agreements obligations for funding
- Draft correspondence as required

**Other:**

- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Excellent oral and written communication skills
- Excellent public relations, including an appreciation of the need for confidentiality, tact and discretion
- Knowledge in all areas of up-to-date office practice and procedures
- Experience preparing meeting agendas, minutes, letters and memos accurately
- Attention to detail and proofreading skills
- Filing and document organization
- Working knowledge and experience with computer publishing, presentation software programs, spreadsheets and MS Word and Excel
- Ability to adapt to rapidly changing priorities
- Ability to work independently and as a member of a team

**Requirements:**

- High School Diploma or equivalent required; Post Secondary preferred
- A minimum of one-year experience in project administration or a similar or related field with proven demonstration of skills and one-year administrative work
- Ability to build and foster relationships with staff, Chief and Council, volunteers and community resources
- Sensitivity to Indigenous issues

**Application Process:**

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to (for a copy of the complete job description please email request):

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5

Attention: Corrie Wilkinson  
Human Resources Assistant  
Or

[HumanResource@aamjiwnaang.ca](mailto:HumanResource@aamjiwnaang.ca)

Or

519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)