



FNIGC | CGIPN

First Nations Information Governance Centre
Le Centre de gouvernance de l'information des Premières Nations

EMPLOYMENT OPPORTUNITY

Administrative Assistant

Full-time, Permanent position

Deadline for applications: Friday, December 3, 2021

About FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected *by First Nations people for First Nations people* has the power to change lives, by influencing knowledge-based decision-making and inspiring effective policy and programs for all First Nations communities.

About the Role

Reporting to the Executive Assistant, the Administrative Assistant supports for executive office with the following **duties and responsibilities:**

A. Executive Office

- Assist with and provide support for meeting logistics (planning, travel, accommodation, etc.) for the Executive Office, Board of Directors, and Members
- Process expense reports and purchase requisitions for the Executive office
- Assist with scheduling for the CEO and the Board of Directors
- Support the CEO and executive office staff
- Formatting documents
- Filing—digital and paper records
- Assist Executive Assistant with tasks as directed
- Act as backup during Executive Assistant absences

B. General Administration

- Keep inventory of office supplies and place orders when needed
- Arrange staff travel (hotel and accommodation) if directed by the Executive Assistant
- Check photocopy room (check ink levels, paper levels, postage meter, change shredder bag when full, contact suppliers when repairs/maintenance/supplies are required)
- Input meetings into the shared calendar when requested
- Maintain/organize common spaces (reception, large boardroom, small boardroom, small kitchen, large kitchen, storage rooms), including ensuring tissue/sanitizer is available in all common areas and that kitchens have supplies (coffee and related products, paper towels, etc.)
- Occasional notetaking may be required
- Assist with other departments, particularly Finance & Administration, with general administrative support, as required

C. Reception

- Meet and greet all incoming visitors to the office
- Answer and redirect calls as required
- Receive and redirect mail and courier deliveries, create shipments for courier or mail
- Monitor the meeting room bookings and resolve conflicts
- Monitor shared work environment so that it is an orderly, clean, and efficient

The Ideal Person has:

1. College diploma in business administration or equivalent
2. A minimum of two years' experience as an Administrative Assistant or an equivalent combination of education and experience
3. Knowledge and understanding of issues facing First Nations locally, regionally, and nationally is required
4. Excellent English verbal and written communications skills, including demonstrated ability to write precisely and concisely
5. Strong organizational and time management skills, ability to meet timelines
6. Discretion and confidentiality
7. Strong interpersonal skills with an approachable manner
8. Strong work ethic and a high degree of accuracy and attention to detail, with demonstrated ability to follow established processes
9. Ability to take initiative, be self motivated, and use independent judgement to respond appropriately
10. Ability to work both independently and as part of a team
11. Good judgment and analytical skills
12. Capacity to learn and adapt to change
13. Advanced knowledge of Microsoft Office suite including Word, Excel, PowerPoint, and Outlook, including calendar management and establishing recurring tasks/reminders
14. First Nations lived experience is a strong asset
15. Experience working with First Nation organizations and communities is an asset
16. Knowledge of SharePoint is an asset
17. Notetaking experience is an asset
18. Basic knowledge of financial processes for preparation of expense claims and similar would be an asset
19. Bilingualism (English and French) is an asset

Application Information

Please send your résumé and cover letter telling us why you think you'd be a great addition the FNIGC team to recruitment@fnigc.ca by December 3, 2021.

The successful candidate will be eligible for a competitive salary, benefits package, and a pension plan.

This position is located in downtown Ottawa. For the duration of the pandemic, we are open to a hybrid work arrangement, but the work location is normally in the office.

As this position will require the successful candidate to work in-office and interact with other staff in person, the successful candidate must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement. We will do our best to accommodate those who are unable to be vaccinated.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.