



Timmins Native Friendship Centre EMPLOYMENT OPPORTUNITY Administrative Assistant

The Timmins Native Friendship Centre (TNFC) is an award winning Friendship Centre in Ontario and Canada. The TNFC provides services and programs to support the cultural heritage of Indigenous peoples and assist in their inclusion and participation in urban life. We strive to improve the quality of life for urban Indigenous peoples living in the Timmins area by providing intervention, direct services, advocacy and support in the areas of health, education, employment and training, culture, recreation and social services.

The TNFC is the largest service provider for urban Indigenous peoples in the Timmins region. We endeavour to provide a place of rediscovery and opportunities for learning to live in a good way. A rewarding and enriching career awaits you if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

If you are ready to work in our fast paced environment in the capacity of **Administrative Assistant** submit your resume today!

Responsibilities

The Administrative Assistant will assist the Executive Director in his/her duties and support them in the maintenance of the overall goals and objectives of the Centre. This will include to support other management, when needed, to obtain the overall goals of the Centre.

Qualifications

- Diploma in business administration or equivalent work experience in office administration.
- Computer competency and knowledge of office machinery is essential.
- Self-motivated, able to schedule and prioritize work.
- Good judgment, adaptability and willingness to learn.
- Excellent interpersonal skills with staff and community members.
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma, family violence, Indigenous youth engagement and community outreach.
- Ability to speak Cree and/or Ojibway an asset.
- Willingness to work flexible hours.
- First Aid/CPR, Food Handler's Certificate, and WHMIS.
- Knowledge of the Friendship Centre movement, its aims and objectives.
- Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check.
- Must be licensed to drive a motor vehicle, insured to do so in the Province of Ontario and have access to a safe and reliable vehicle.

The TNFC is committed to an inclusive, barrier-free selection process. If contacted regarding this competition, please advise the interview coordinator of accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

*** 3 employment references will be required at the time of the interview ***

Contact Information

If you are interested in qualifying in this role, please send your resume and cover letter to:

Timmins Native Friendship Centre
179 Kirby Avenue, Timmins, ON P4N 1K1
Website: www.tnfc.ca

Mickayla Bird, Executive Director
Fax: (705) 268-6266
Email: hr@tnfc.ca

A Full Job Description is available with Reception at reception@tnfc.ca.

Date Posted: August 22, 2019

Posting Deadline: Noon on September 5, 2019