



Senior Administrative Assistant

Indspire is an Indigenous-led national registered charity that invests in the education of Indigenous people for the long term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of closing the gap in Indigenous education. Through Indspire's *K-12 Institute*, it provides resources to educators, communities, and other stakeholders who are committed to improving kindergarten to grade 12 success for Indigenous youth. In 2015-16, Indspire awarded \$12.2 million through 3,792 bursaries and scholarships to Indigenous youth, making it the largest funder of Indigenous education outside the federal government. Each year, the organization presents the *Indspire Awards*, a gala celebration of the successes achieved by Indigenous people that is broadcast nationally.

Never has there been a better time to join this national leader. In this newly created position the **Senior Administrative Assistant**, reports to the Vice President of Education, provides senior administrative support, anticipates priorities of the Vice President of Education, and maintains strict confidentiality when related to all activities and information of a strategic or sensitive nature.

The position responsibilities of the **Senior Administrative Assistant** include:

Key Duties

- Provides senior level administrative support to VP Education;
- Organizes and schedules VP's overall agenda; schedules appointments, maintains daily calendar and business travel; as well, monitors and follows up on important activities that need to be brought forward by staff within the Department;
- Manages and coordinates workload priorities to support the VP on strategic initiatives;
- Reviews and prepares materials for VP's various commitments, in advance of meetings;
- Coordinates various materials including; general correspondence, contracts, agendas, presentations, briefing notes, and reports in preparation for VP's internal and external meetings;
- Receives, filters and responds to telephone calls or written requests, including filing and organizing emails, determines need for VP's involvement and/or directs to appropriate resources;
- Coordinates VP's meetings and all engagements including providing appropriate materials;

- Maintains and ensures the security of relevant VP, confidential electronic and paper files; including human resources files and information, agendas, materials and reports; and,
- Prepares, monitors and reconciles VP's visa statement and expense reports
- Provides administrative duties to the Education department as required.

Qualifications

- Completion of a recognized certificate or diploma program in Business Administration, or equivalent knowledge, skills and experience
- Experience providing administrative assistance, usually demonstrated through 3-5 years to an executive in a similar environment
- Knowledge of the Indigenous community is preferred and openness to engaging in cultural competency training
- Ability to conduct research with publicly available sources and provide effective administrative support
- Excellent interpersonal and communication skills (both oral and written)
- Excellent organizational skills with the ability to prioritize a high volume of tasks.
- Ability to exercise discretion, judgement and demonstrate a high level of professionalism
- Experience with MS office suite, Power Point and Excel; experience with MS Projects and Gantt charts
- Experience with data-bases; building queries
- Ability to deal with difficult situations and at times work with difficult behaviours
- Ability to work with sensitive information with complete confidentiality.
- Must be able to work occasional evening and weekends
- Ability to work in French is an asset.

How to Apply

This is a full-time position at Indspire's Six Nations of the Grand River Territory office. The salary range is competitive with a good benefit package, including pension plan. We are an Indigenous led organization whose mandate is to promote opportunities for Indigenous people. We encourage applications from qualified Indigenous persons and all others interested in the position. Only those candidates selected for an interview will be contacted. To learn more about Indspire, visit indspire.ca.

To apply, please forward your résumé, and cover letter to dannah1@bell.net or to inquire on a confidential basis, please call Donna Hall at 647-383-8792. All qualified candidates will be contacted directly.

No agency calls please.

Deadline for Applications: April 3, 2018