



ABORIGINAL PROFESSIONAL
ASSOCIATION OF CANADA

JOB POSTING
Aboriginal Professional Association of Canada
Development Trainee - 52 week contract

The Aboriginal Professional Association of Canada (APAC) invites applications for the full time position of Development Trainee.

APAC is a membership-based, leadership-focused, youth led organization that connects, supports and promotes outstanding leadership within the First Nations, Métis and Inuit community of professionals. For Canada's fastest growing demographic, there is currently a support gap for Indigenous professional leaders across Canada.

Reporting to the Manager of Operations, the Development Trainee will be responsible for helping in an administrative and strategic planning capacity across all aspects of APAC.

Duties and Responsibilities

- Provide administrative support to the Manager of Operations for the convening of a range of meetings on short- or long-term projects of importance to APAC and the sector. This may include undertaking research, tracking trends, preparing presentations; development of meeting agendas; drafting briefing papers and/or compiling pertinent background materials for attendees; preparing summaries of discussion; coordinating logistical arrangements; and ensuring appropriate and effective communications with participants, as needed.
- Provide administrative support for APAC's standing programs and membership inquiries.
- Assist in the development of the organizational annual work plan and budget.
- Assist in developing funding proposals for organizational projects and initiatives including for fundraising purposes.

Membership

- Perform administrative functions such as processing membership applications, renewals, payment processing, and email communications.
- Develop and update the membership database and other functional systems.
- Compile new member welcome kits.

Skills:

- Excellent verbal and written communications skills is considered at strong asset.
- Proven ability to work effectively in a fast-paced environment and to handle changing priorities.

- Strong computer knowledge including the following programs/applications: Microsoft Office (Word, PowerPoint, Excel), Dropbox, Wordpress, and Adobe Acrobat.
- Professionalism, tact and discretion.
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems and the ability to prioritize effectively.
- Proven ability to assimilate information gathered through research.
- Developed critical thinking skills, including the capacity to identify and appropriately assess and order competing interests and priorities.
- Ability to work independently.
- Assist with other duties as assigned.
- Ability to travel
- Implement and improve existing strategies

Education and Experience:

- High school degree or equivalent and a minimum of 2 years or more of job-related experience. Postsecondary degree preferred.
- Knowledge of the charitable and non-profit sector is an advantage.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and a collaborative working style.
- Relevant work experience in working on Aboriginal-focused projects considered a strong asset.
- Demonstrated ability to gather, synthesize, evaluate, and interpret information from diverse sources.
- Familiarity with research sources on the non-profit, membership and charity sectors.
- Good judgment, discretion, tact and the ability to work easily with senior leaders within the charitable, government, and business sectors.
- All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given preferred consideration.

To submit an application:

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position to operations@aboriginalprofessionals.org no later than 5:00pm on **July 12, 2019**. **The candidate is required to be registered with Miziwe Biik Aboriginal Employment and Training**

Information regarding APAC is available at: www.aboriginalprofessionals.org

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