



## **SAGKEENG CHILD & FAMILY SERVICES INC**

**\*\*\*NOW HIRING\*\*\***

<b>Position:</b>	<b>Executive Assistant</b>
<b>Position Type:</b>	<b>Permanent Full-Time</b>
<b>Immediate Supervisor:</b>	<b>Executive Director</b>
<b>Location:</b>	<b>Winnipeg/Main Office</b>
<b>Salary Range:</b>	<b>In accordance with the Provincial Salary Scale</b>
<b>Agency Benefits:</b>	<b>We offer a complete and comprehensive benefits plan which takes effect 6 months after employment.</b>

Under a new Management Team, Sagkeeng Child and Family Services is a First Nations CFS Agency who strives to recruit inspired, accountable, and driven individuals to join our diverse talented team of professionals. If you are an individual that is looking to commit and be a part of our progressive environment, we want you to be a part of our team!

### **General Duties (but not limited to):**

Reporting to the Executive Director, this position is responsible for all administrative and clerical services to the Executive Director and Board of Directors to ensure effective and efficient agency operations

- Serving as a confidential assistant to the Executive Director and senior management;
- Composing correspondence, reports and recommendations independently from drafts and/or oral;
- Arranging appointments, reviewing and sorting incoming mail and general response to inquiries;
- Preparing meeting materials for all meetings, serving as recording secretary, taking and transcribing minutes, assuring appropriate dissemination of minutes including safekeeping of historical documents, ensuring that board members are made aware of meeting dates and all details for the meeting are completed in advance. *i.e. room bookings, notification of the meeting, etc.;*
- Assisting with the development of board reports and any other reports as required;
- Organizing all travel arrangements for senior management;
- Ensures the completion of reports requested by the Executive Director, including the determination of what information, research, drafting and coordinating the various responses, analysis of the responses for accuracy and reporting the information back to the Executive Director.
- Access CFSIS system as required by the Executive Director and management team; and
- When required, travel to various locations throughout the Province of MB.

**We thank all who apply; however, only those selected for interviews will be contacted.**



## **SAGKEENG CHILD & FAMILY SERVICES INC**

**\*\*\*NOW HIRING\*\*\***

### **Qualifications:**

- An Administrative diploma from a recognized community college or a degree from a recognized university is required. Combination of child welfare experience and education may also be considered.
- A minimum of five (5) years of work experience at a senior administrative level;
- Prior work experience within the social services sector would be an asset;
- Excellent organizational skills, exercises good judgment and makes appropriate decisions and performs with minimal direction;
- High level of discretion required when dealing in confidential matters and maintains confidentiality of information;
- Strong organizational know-how (structure, key staff) and able to respond to conflicting priorities, works well under pressure, interacts positively, pleasantly and professionally with all visitors and employees of the agency;
- Demonstrated ability to take meeting minutes, prepares reports of discussion and action taken, proofs and edits documents, organizes material and prepares clear and comprehensive reports and maintains records of these materials, composes correspondence, memorandums and all other communications independently;
- Provides information to staff members, external agencies and collaterals. Establishes effective working relationships within and outside the agency;
- Knowledge of the culture and community receiving service from the agency; and
- The ability to speak and/or understand the Ojibway language is considered a definite asset.

**Qualified candidates will be required to undergo a criminal record check, child abuse registry check, and a prior contact check as a condition of employment. Sagkeeng Community members and Indigenous candidates will be given preference and are encouraged to self-identify as being of Indigenous descent.**

**Resumes can be sent to: Michael Gabriel, Human Resources Manager**

**Mail:** 85 Muir Road, Winnipeg MB. R2X 2X7 or P.O. Box 700, Pine Falls MB. R0E 1M0

**Fax:** (204) 949 1669; (204) 367 8510

**Email:** [employment@sagkeengcfs.org](mailto:employment@sagkeengcfs.org)

**Deadline: Sunday, August 6, 2017**

**We thank all who apply; however, only those selected for interviews will be contacted.**