



<b>POSITION TITLE:</b>	SENIOR ADMINISTRATIVE ASSISTANT
<b>DEPARTMENT:</b>	ALTERNATIVE CARE
<b>REPORTS TO:</b>	SENIOR MANAGER
<b>CLASSIFICATION:</b>	FULL-TIME PERMANENT
<b>LOCATION:</b>	WHITBY, ON
<b>POSTING DATE:</b>	OCTOBER 15 <sup>TH</sup> , 2021
<b>CLOSING DATE:</b>	NOVEMBER 15 <sup>TH</sup> , 2021

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

**PURPOSE OF THE POSITION:**

Reporting to the Senior Manager, the Senior Administrative Assistant is responsible for providing administrative and technical support services to the Senior Management team. The Senior Administrative Assistant will also provide support to ensure administrative systems are functioning effectively and efficiently in support of smooth implementation of Dnaagdawenmag Binnoojiiyag services for staff, clients, visitors, and the public at large. The Senior Administrative Assistant also assists in carrying out other duties as assigned by the Senior Management team.

**RESPONSIBILITIES:**

- Assists with establishing and maintaining computerized and manual-filing systems as required;
- Assists with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions, and year-end reports;
- Assists with the maintenance of an inventory list and maintenance of equipment, furnishings, and supplies including the licensing and maintenance of agency vehicles;
- Assists with preparations for groups, meetings, and conferences;
- Runs errands as required, orders office supplies, and maintains office equipment as needed.
- Prepares, keys in, updates, edits, and proofreads correspondence, requisitions, invoices, presentations, brochures, publications, budget spreadsheets, policies, reports, and related material from electronic documents and handwritten copy;
- Liaises with other service providers as deemed appropriate;
- Prepares agendas, meeting packages, and minutes of meetings as requested;
- Coordinates, organizes, and confirms meetings, conferences, training sessions,



- travel arrangements, special events, as required;
- Provides clerical support, minute taking, and other administrative tasks for Senior Managers as requested;
- Ensures the effective implementation of other duties as determined by the Senior Manager.

**Education and Experience:**

- College diploma in business administration or related field; **or**
- Minimum Grade 12 education with a minimum of five years administrative support experience substantially similar to this position's responsibilities as listed;
- A solid understanding of and sensitivity to the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential;
- Must be willing to work flexible hours.

**Accountabilities:**

- The employee is required to provide their own vehicle for used on the job;
- Your vehicle should be equipped for child car seats;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;
- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children;
- Ability to provide an acceptable Driver's Abstract;
- Ability to provide an acceptable CPIC with VPSS.

**Work/Knowledge Requirements:**

- Knowledge of standard office procedures;
- Extensive knowledge of computers and standard computer software programs (e.g. Excel, Word). Experience with a MAC computer is essential;
- Working knowledge of a multi-line phone system, office equipment: fax, photocopiers, shredder, scanners etc;
- Knowledgeable about the cultures and significant characteristics of the Dnaagdawenmag Binnoojiiyag First Nations and Indigenous communities;
- Organize routine office work;
- Communicate effectively with both other staff and clients of Dnaagdawenmag Binnoojiiyag;
- Work cooperatively with other staff, management, and the Board of Directors;
- Relate effectively to members of the community at large.

**Salary Range:**

- \$58,465.73 to \$70,454.34, depending on qualifications and experience.



Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

EMPLOYMENT OPPORTUNITY

### TO APPLY

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
  - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.