



POSITION TITLE:	ADMINISTRATIVE ASSISTANT – STUDENT (3 POSITIONS)
DEPARTMENT:	SERVICE
REPORTS TO:	SUPERVISOR
CLASSIFICATION:	FULL TIME (35 HRS PER WEEK) CONTRACT UNTIL AUGUST 25, 2023
LOCATION:	SUTTON, WHITBY & PETERBOROUGH
POSTING DATE:	MARCH 3 RD , 2023
CLOSING DATE:	MARCH 24 TH , 2023

As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.

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

This position works alongside the service team and agency committees to assist with a variety of projects as well as assist with daily administrative tasks. The ideal candidate will ensure the 7 Grandfather Teachings are always incorporated into the work that is being done.

RESPONSIBILITIES

- Assisting workers with preparation of documents.
- Assisting with Reception coverage.
- Assisting with Sàgìhidig Family time visits
- Assisting with inventory and organization of supplies.
- Assisting with the logistical coordination of events and activities.
- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- Completion of at least one (1) year of Post-Secondary Education and enrolled for September 2023.

Knowledge Requirements:

- Working knowledge of MS Office: Outlook, Word, Excel
- Knowledge of Indigenous culture and values including awareness of the First



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Child & Family Services

EMPLOYMENT OPPORTUNITY

Nation, Inuit and Métis Communities we service.

- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop.

Mandatory Requirements:

- Regular hours of work is 8:30am to 4:30pm, however, must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

SALARY

- \$15.50 per hour

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected for an interview will be contacted.