



POSITION TITLE:	SENIOR ADMINISTRATIVE ASSISTANT
DEPARTMENT:	SERVICE
REPORTS TO:	SENIOR MANAGER
CLASSIFICATION:	1- FULL TIME CONTRACT VACANCY (18 MONTHS)
FULL SALARY RANGE:	\$66,360.24 - \$88,695.20*
LOCATION:	FLEXIBLE WITHIN OUR CATCHMENT AREA
POSTING DATE:	APRIL 1, 2026
CLOSING DATE:	APRIL 15, 2026

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 service to the Senior Management team. The Senior Administrative Assistant will support and ensure that administrative systems are functioning effectively and efficiently for Dnaagdawenmag Binnoojiiyag Child and Family Services staff, clients, visitors, and the public at large. The Senior Administrative Assistant assists in carrying out other duties as assigned by the Senior Management team through the Manager of Administration.

RESPONSIBILITIES

- Assist with establishing and maintaining computerized and manual filing systems.
- Assist with the collation and maintenance of computerized monthly attendance records and other computerized documents.
- Assist with the collation and maintenance of monthly and quarterly statistical reports, quarterly financial reports, budget submissions and year-end reports.
- Prepare, key in, update, edit and proofread correspondence, protocols, MOU's, procedures, requisitions, invoices, presentations, brochures, publications, budget spreadsheets, policies, reports and related material from electronic documents, and handwritten copy.
- Liaise with Information Technology and Administration Services to ensure functional workspaces and equipment.
- Liaise with other service providers as deemed appropriate.
- Prepares agendas, meeting packages, and meeting minutes.



- Coordinate, organize and confirm meetings, conferences, training sessions, travel arrangements, special events, as required.
- Provides clerical support, minute-taking, and other administrative tasks for Senior Managers and other members of the Senior Management team.
- Performs all duties of the Director Administrative Assistant during their absence, or as requested to assist during periods of high activity.
- Provide budget for leadership, ensuring all travel claims, requests and invoices are properly coded and processed for payment in a timely manner.
- Manage and reconcile financial transactions.
- Complete Serious Occurrence Reports and review submission, follow up and distribution.
- Coordinate coverage minimums for Team Administrative Assistants.
- Establish and maintain relationships with Team Administrative Assistants, acting as a liaison between Team Administrative Assistants and Senior Level Management.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner.

Other Duties:

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- College diploma in business administration or related field; or
- Minimum Grade 12 education with a minimum of five (5) years' administrative support experience substantially similar to this position's responsibilities as listed.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

Availability Requirements:

- Our office hours are 8:30am - 4:30pm, Monday to Friday, with a one-hour unpaid lunch. However, based on the needs of those we serve, our frontline staff regularly find themselves working outside of these hours, including evenings, weekends, and holidays.

Knowledge Requirements:

- Knowledge of standard office procedures.
- Working knowledge of a multi-line phone system and office equipment.
- Knowledgeable about the cultures and significant characteristics of the Dnaagdawenmag Binnoojiiyag Child and Family Services First Nations and Indigenous communities.



- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- Knowledge of Indigenous culture and values including awareness of the First 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 upon them is essential.

Ability Requirements:

- Effectively and efficiently use relevant computer software and other office equipment (e.g., Microsoft Excel, Word, copiers, scanners).
- Ability to organize routine office work.
- Communicate effectively with staff and clients of Dnaagdawenmag Binnoojiiyag Child and Family Services.
- Work cooperatively with other staff, management, and the Board of Directors.
- Ability to relate effectively to members of the community at large.

Mandatory Requirements:

- 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.

WORKING CONDITIONS

- A working location with a hybrid work from home option is available, subject to initial and ongoing eligibility.
- Frequent travel within the catchment area will be required.

STARTING SALARY RANGE

- Starting salary is \$66,360.24 - \$79,967.64 - depending on qualifications and experience.

*PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)



Dnaagdawenmag Binnoojiiyag
Child & Family Services

EMPLOYMENT OPPORTUNITY

- Please indicate preferred location in your application
- Resume (include 3 work-related supervisory 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.