



Wahnapiatae First Nation

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www.wahnapiataefirstnation.com

JOB POSTING

JOB TITLE: Social Services Administrative Assistant

LOCATION: Wahnapiatae First Nation

REPORTS TO: Social Services Director

TERM: Full-Time, Permanent

NATURE AND SCOPE OF POSITION:

Reporting to the Social Services (SS) Director, the Social Services Assistant will liaise with internal and external contacts as directed. The Social Services Assistant will support staff with completing various funding applications and support the Social Services Team with various tasks and coordination.

QUALIFICATIONS:

- Minimum three (3) years of experience in an administrative role
- Experience working in a non-profit office environment
- Excellent verbal and written communication skills
- Highly developed organizational and time management skills
- Excellent attention to detail
- Ability to take direction
- Self-motivated; ability to multi-task
- Excellent computer skills: word processing, database, and internet/email account

SPECIFIC RESPONSIBILITIES:

- Maintain document/file organization
- Administrative tasks such as correspondence, minutes, filing, maintaining lists, and forms
- Plan and prepare for community events/activities
- Attend Case Load Review meetings
- Communicate and coordinate with community members
- Assists Social Service Team in programming
- Book and set up meeting rooms, prepare meeting agendas, organize meeting materials, records and prepare minutes of the meeting

- Assist with the preparation and submission of funding applications/reports
- Managing calendars, scheduling appointments, and coordinating meetings
- Answering phones, responding to emails, and managing communication between internal teams and external clients

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietfn.com

*Anishinabek and First Nation members are encouraged to apply.
We thank all applicants for their interest, however, only those interviewed will be contacted.*