



Seven Generations Education Institute
EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT
Part Time Position

Seven Generations Education Institute requires the services of an Administrative Assistant for our Kenora Campus. The position is to provide support, general office support such as answering phones, filing as well support services for the secondary and post secondary instructors. This position will be for maximum of twenty-five (25) hours per week.

Responsibilities:

- 1) Provide support to Secondary and Post Secondary instructors.
- 2) Answer phones, book meeting rooms, filing.
- 3) Assist Post Secondary Coordinator(s) and Secondary Instructors with their programs.
- 4) Assist student with inquires as well as direct them to appropriate resource(s).

Education and Experience required:

- 1) Office Administration (Diploma or certificates) or Grade twelve and three (3) years equivalent experience.
- 2) Intermediate to Advance computer skills using Microsoft Office (Word, Excel, PowerPoint, Publisher)
- 3) Understanding of Ojibwe Traditions.
- 4) Knowledge of Life Skills would be considered an asset
- 5) Understanding of Ojibwe language is considered an asset.
- 6) Knowledge of Social Service agencies within Kenora and Fort Frances
- 7) Must have access to reliable transportation.

Other qualifications and criteria:

- 1) The individual must have excellent organizational and time management skills
- 2) The individual must be flexible with respect to established plans and goal(s).

Physical Effort: Some heavy lifting may be required

Salary: To be negotiated

Location: Manidoo Baawaatig, Seven Generations Education Institute's Kenora Campus

Interested candidates are to submit their resume, cover letter and three references by **12:00 p.m. (CST)** on **September 3, 2020** to the attention of the:

Personnel Committee

Seven Generations Education Institute

1452 Idylwild Drive, P.O. Box 297

Fort Frances, Ontario P9A 3M6

Fax#: (807) 274-8761 or E-mail: michellea@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. **Accommodation in the recruitment process is available upon request for applicants with disabilities.** For a complete job description, please contact Michelle Allan, Director of Human Resources. Due to the physical distancing restrictions in place, interviews will be done via, Zoom or Skype. (Posted: August 24, 2020)