



Executive Assistant

FTE: 1.0

Status: Permanent

Competition Number: MGTADM01/24

Closing Date: December 13, 2024

Salary: \$60,165 - \$65,247

The **Gizhewaadiziwin Health Access Centre** is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

The Gizhewaadiziwin Health Access Centre, located in the heart of the Southern Region of Treaty #3 territory, is the result of a unique partnership between area First Nations, the United Native Friendship Centre and the Sunset Country Métis.

Summary of Position:

Reporting to the Executive Director, the Executive Assistant will perform moderately complex secretarial and administrative support work to the Health Access Centre Management Team, Board of Directors, and acts as Assistant to the Executive Director.

Qualifications:

- College Diploma in Office Administration (or equivalent) and a minimum of 3 years experience working in an office administration role;
- Knowledgeable and proficient at using Microsoft Office, email and other computer-based applications;
- Proficient in the use of various common office equipment;
- Ability to multi-task, work effectively and efficiently under occasionally demanding situations, and adapt to changing situations;
- Strong organizational skills;
- Excellent Oral and Written Communication skills;
- Coordinate and handle a variety of administrative tasks, programs, and operations efficiently and accurately;
- Provide effective and appropriate client service;
- Maintains strict confidentiality with respect to personnel, financial and Board matters and other issues of a sensitive nature;
- Proof of a valid driver's license
- Ability to speak Ojibway and prior experience in working with Aboriginal people, a definite asset.

Desired:

- Experience and understanding of local Indigenous communities and culture within the Southern Region of Treaty #3 an asset.
- Ability to speak Ojibway is an asset.
- First Nations, Inuit or Métis candidates are encouraged to apply. Please self-identify.

As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

Complete Job Description available by contacting the Human Resources Coordinator at 274-3131.

Qualified applicants are invited to submit a covering letter referencing the competition number, resume, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

Attention: Personnel Committee
Gizhewaadiziwin Health Access Centre
P.O. Box 686
Fort Frances, ON P9A 3M9
careers@gizhac.com

We thank all candidates in advance, however, only those selected for an interview will be contacted. Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.

VALUES

Zaagidewnin | Minaadendiwin | Aakedewin | Giwekwaadiziwin | Nibwaadaawin | Didaadenidiziwin | Debwewin
Love Respect Courage Honesty Wisdom Humility Truth