



Administrative Assistant (Online Training Department)

Permanent Full time

Are you an Administrative Assistant who is looking to build on your strong track record of Indigenous culture-based training focused on mental wellness and addictions, with an opportunity to make a real difference in the lives of Indigenous people within a strengths-based environment?

If so, let's talk!

Organization Description

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in mental wellness. Our mandate is set by three frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support the mandate, Thunderbird has two office locations, one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario. This position is based out of the Delaware Nation office, near the village of Bothwell.

Your opportunity

As the Thunderbird Partnership Foundation Administrative Assistant, you will

- Provide support with responding to emails, answering phone calls and directing calls
- Work with management to address administrative, clerical, and technical needs or improvements
- Support the online Training & Education Manager and Training Coordinator in monitoring and completion of required information for reporting
- Plan and assist with the coordination of online training
- Support the online Training & Education Manager in HR/Personnel operational processes.
- Monitor invoices and process expense claims while maintaining related record-keeping
- Prepare, track and reconcile receipts and invoices
- Support audit preparation and year end reporting requirements for the team
- Maintain and update e-training resource/supply lists with associated costs
- Maintain an up-to-date schedule of e-training & online education programs and offerings
- Uphold the First Nations principles of Ownership, Control, Access and Possession (OCAP®)
- Perform regular backups of information to ensure information is protected and preserved
- Work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others
- Apply your experience, skills, talents, and passion for the benefit of others while learning from the expertise of your wellness focused team
- Work with staff who are kind, supportive, encouraging and caring
- Enjoy the satisfaction that comes from knowing that your work is much more than just a job



You bring

- Bachelor's degree and at least 1 year of administration experience OR
- Business Administration Diploma and 2 years of relevant experience
- Knowledge of a First Nations language and culture is a definite asset
- Experience working with First Nations, or an Indigenous organization is an asset
- Possess excellent communications skills, both verbal and written
- Able to function in a computerized environment including a proficiency in Microsoft Office
- Must be able to function in a variety of digital tools for project management, files storage and sharing, meetings (audio/visual), teleconference calls
- Possesses excellent typing skills as well as an ability to take minutes and transcribe meetings
- Good interpersonal skills that include courtesy when interacting with public
- High level of professionalism and able to maintain confidentiality at all times
- Ability to work collaboratively with internal team and external stakeholders
- Ability to function autonomously with minimal supervision, to be flexible and adaptable to change
- Creative, detail-oriented, and self-motivated with a strong work ethic and commitment to quality
- Demonstrates strong organizational, time-management and multitask skills with ability to work on multiple assignments in a fast-paced, deadline-oriented environment
- Able to access worksites not accessible by public transportation

If this sounds like the right fit for you, please email your **resume and cover letter** for confidential consideration.

Thunderbird Partnership Foundation (NNAPF)
22361 Austin Line
Bothwell, ON N0P 1C0
Email: resumes@nnapf.com

Closing date: Open until filled.

We value the importance of diversity and dignity in the workplace and are committed to developing an inclusive, barrier-free recruitment and selection processes and work environments.

If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest; however, only those candidates who are selected for an interview will be contacted.

To request a full job description, please contact: Annette Howlett at ahowlett@thunderbirdpf.org