



EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat is now accepting applications for the position of:

ISETP Administrative Assistant (Full-time, Permanent)

POSITION REPORTS TO: ISETP Director

POSITION SUMMARY:

The ISETP Administrative Assistant is responsible for providing administrative support and performing a wide range of financial duties for the ISETP department. This is an administrative position requiring a high degree of organization, multitasking, and priority setting in a confidential environment.

ISETP GUIDING PRINCIPLES:

To enhance the social and economic goals of our member First Nations through the delivery of quality training programs and services tailored to the needs of our membership. Using a client-centered approach to assist individuals in achieving their full potential and economic independence.

DUTIES & RESPONSIBILITIES:

- Establish and maintain regular communication and information sharing with First Nation Employment & Training (E & T) staff.
- Respond to inquiries or requests for assistance from other SFNS departments and partner organizations (member First Nations, E & T staff, government agencies, etc.).
- Prepare written communications (e.g., emails, letters, etc.).
- Collect, transcribe, and analyze data for reports and documents.
- Complete Employment Insurance (EI) verifications as requested by member First Nations.
- Assist First Nation E & T staff with ARMS database management system inputs, tracking file completion, and assisting with any tasks as needed.
- Provide other administrative duties as required.
- Compile budget information and other financial documents that may be required from ESDC to support Annual Expenditure Plan.
- Prepare departmental cheque requisitions for payment, track departmental expenditures, and process First Nations payments.
- Support First Nation E & T staff with quarterly financial reports, tracking expenditures and ensuring compliance with established budgets and Sub-Agreement criteria.

STATEMENTS OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):

- Post-secondary diploma in office administration or related field, or equivalent combination of skills and experience;



- At least three years of progressive, recent, and relevant work experience; and
- Experience in financial reporting, budgeting, and monitoring.

Rated Requirements:

- Previous work within a First Nation community/organization;
- Familiarity with ISETP (formerly ASETS) programs and services including economic development issues specific to First Nations;
- Ability to read, understand and interpret General Ledgers;
- Strong computer skills i.e. Microsoft Office (Word, Excel, Outlook);
- Proven ability to effectively prioritize workflow;
- Excellent interpersonal, written, and oral communication skills;
- High standards of ethics and confidentiality to handle sensitive information;
- Valid driver's license and access to reliable transportation; and
- Willing to provide a current criminal reference check.

SALARY RANGE: \$39,000-\$45,000 per annum based on experience and qualifications.

PHYSICAL DEMANDS:

- Sitting for long periods of time in office environment at a desk, computer terminal, or in meetings.
- Required to drive a vehicle to perform duties.

CLOSING DATE: Open until filled.

Please submit a cover letter, resume and three current written employment and/or character references to:

Janice Noah, ISETP Director
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Email: jnoah@sfns.on.ca

Please clearly mark your subject line: "Confidential - ISETP Administrative Assistant"

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

A full job description is available upon request.

PREFERENTIAL HIRING: SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.