

NATIVE COUNSELLING SERVICES OF ALBERTA



ADMINISTRATIVE ASSISTANT

Grande Prairie, Alberta

Competition No. 1884

Closing Date: October 16, 2020

Native Counselling Services of Alberta (NCSA) is a diverse, dynamic non-government organization that is committed to the holistic wellness and equitable treatment of Alberta's Indigenous individuals, families and communities since 1970. NCSA is currently looking for an individual to work within our team as the Administrative Assistant in our Grande Prairie office. This position under the direction of the regional manager is responsible for the day to day efficiency of our office. The Administrative Assistant will perform the day to day management of the office supporting other staff within the regional offices by greeting visitors, setting schedules, answering telephones, completing all monthly reports within time frames, and other general office duties.

Qualifications:

- Administrative diploma and/or previous work experience as an administrative assistant.
- Ability to deal with colleagues and communities in a professional, courteous manner and to develop and strengthen professional working relationships.
- Be confident with the ability to exercise independent judgement in managing the activities of the office on a day-to-day basis.
- Knowledge of Restorative Justice or Peacemaker Circle processes with extensive working knowledge of Indigenous people, their culture, language and a diverse range of cultures.
- Ability to work flexible hours, travel and work independently.
- Experience working with the Alberta Justice, Ministry of Alberta Children and Youth Services and the Child, Youth and Family Enhancement Act.
- Strong interpersonal relations, communication skills, leadership, time management and organizational skills.
- Proficient in the use of grammar, spelling and punctuation in the English language.
- Professional appearance suitable for business.
- Ability to develop budgets and perform basic financial reporting.
- Must have a valid driver's license, reliable vehicle with required liability insurance for the position. Provide up to date drivers abstract, criminal record check, child intervention check.
- Demonstrated understanding of historic trauma and impact of colonization on Indigenous people.
- Working knowledge and experience with MS Office, Word, Excel, Outlook.
- Ability to speak Blackfoot or another Indigenous language is a definite asset.

Please forward resume, covering letter to

Manager, Human Resources
Native Counselling Services of Alberta

14904-121 A Avenue
Edmonton, Alberta T5V 1A3
Telephone/Fax: 780-482-7893
Email: marg-milicevic@ncsa.ca

While we appreciate all responses, only candidates for a interview will be contacted.