



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION BLDG.
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627

EMPLOYMENT OPPORTUNITY – INTERNAL POSTING

*Administrative Assistant – Good Minds Program – Permanent Full Time
Pay Rate –\$17.76 per hour*

Job Summary:

Under the direction of the Program Manager, The Good Minds Administrative Assistant supports the Good Minds team's commitment to provide a high level of service delivery to all program users by providing full range of administrative and clerical support in accordance to the programs' policies and procedures. The Administrative Assistant acts as the first point of contact for community members and agencies making referrals for themselves or families in need of support alongside the Good Minds Programs and Services Team members.

Essential Requirements:

- Graduation from an accredited College or University program with a major in clerical or administrative support.
- Excellent risk assessment and problem solving skills
- Strong ability to work independently, and as part of a team
- Ability to prepare, track and reconcile program budgets in accordance with funding agreements
- Strong knowledge of the history of Indigenous people and the oppression that some cultures have suffered
- Valid G Drivers' License
- Must be able to provide a clear Vulnerable Sector check.

Experience, Skills, and Abilities:

- Minimum two years of experience in the field of administrative support
- Strong organizational, time management, and file management experience
- Knowledge and Respect for Tyendinaga community, the culture, the families, and of community issues and customary best practices, and area resources
- A sound knowledge of MBQ financial and accounting system
- Excellent interpersonal and team building skills
- Proficient computer skills including excel, word and outlook
- High level of confidentiality.

COVID-19 considerations:

Interviews will be conducted remotely. We are fully compliant with guidelines set by the ministry of health to provide a safe workplace.

All qualified candidates are encouraged to apply, however, current staff or members of Mohawks of the Bay of Quinte and Indigenous applicants will be given priority and are asked to self-identify.

DEADLINE FOR APPLICATIONS: October 29, 2021 at 4:30 pm

IN PERSON OR BY MAIL until Dec 20, 2019: R.R. #1, 24 Meadow Drive Tyendinaga Mohawk Territory K0K 1X0	BY PHONE OR FAX: Phone: 613-396-3424 Fax: 613-396-3627	BY EMAIL until December 23, 2019: careers@mbq-tmt.org Or Visit our Website: www.mbq-tmt.org
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NOTE: Internal postings are intended for all MBQ staff and the membership of the Mohawks of the Bay of Quinte We thank all applicants for their interest in this position but only those selected for an interview will be contacted.