



POSITION DESCRIPTION

Position: Executive Assistant – Administration and Operations

Reports to: Executive Director

Type: Full-time, hybrid: remote and in-office in Rama Ontario

Salary: TBD

Summary

The **Executive Assistant – Administration and Operations** will work across the organization supporting the office and administration needs as required and in accordance with the Indigenous Advanced Education and Skills Council mandate. This position will support staff, organizational operations, development and administration activities. The Executive Assistant will work remote several days per week, and at IAESC's head office in Rama, Ontario twice per week on average.

About the Organization

IAESC emphasizes the brilliance of Indigenous knowledge, cultures, languages and world views, and aims to ensure the local control of Indigenous education. IAESC team members provide quality assurance for Ontario's nine Indigenous Institutes as they create, apply for and deliver academic and training programs to their communities.

In addition to the benefit of hybrid work, IAESC employees receive:

- Competitive salaries
- Extended health and dental benefits (plus, monthly payments for these benefits are covered by IAESC).
- Fridays off during July and August
- RRSP matching

About the Position

The Executive Assistant will be supporting IAESC staff and the Executive Director through general administrative functions.

Key Responsibilities

- Organize files, support process development, implementation and ongoing maintenance across the organization.
- Acting as the organizational primary contact on all administration matters; develop and implement records management practices and provide assistance and advice to the Director, Finance and Administration on all operational matters.
- Identify required meeting materials. Assign, track and prepare materials for the executive team.
- Onboarding of technology and equipment and operations for internal and external stakeholders.

- Manage the scheduling, room booking and coordination of team meetings. Engaging with catering services as necessary.
- Provide administrative assistance to team members as needed, ensuring timely travel and expense reconciliation and documentation.
- Seek approval and purchase of ongoing operational items (i.e. supplies) and assets (computers and related software and hardware).
- Troubleshoot IT issues; liaising with IT support, Microsoft, Rogers, TD Bank and other service providers as necessary.
- Support the team with project management coordination and ensuring compliance with management policies, procedures and practices.
- Take meeting notes as requested.
- Support scheduling meetings with regards to the Executive Director's calendar and upcoming events for both the executive team and the organization.
- Book and coordinate travel for IAESC staff, board of directors and quality assurance board members.
- Provide administrative support to the Executive Director that may include records and file management on IAESC's SharePoint site and emails.
- Conduct asset inventory and management of assets including physical and digital inventory, data entry in an electronic database and disposal.
- Participate in training, cultural training and educational opportunities.
- Carry out additional duties as assigned.

Education and Experience Required

- Proficiency with communication technologies and systems.
- Proficiency working with SharePoint and Microsoft Office Suite of Products
- Experience working in an Indigenous organization.

Favourable Assets

- Work independently without supervision
- Personal qualities of integrity, credibility, professionalism, a commitment to lead by example and dedication to the mission of IAESC.
- Ability to acquire and apply knowledge of legislation, regulations, and policies to Not-for-profit corporations in Ontario and globally in order to support the implementation of projects.
- Passion for Indigenous education and social issues.
- Tact, diplomacy and conflict resolution skills, as well as attention to confidentiality and discretion.
- Ability to build and foster a workplace that encourages a healthy and safe culture free from discrimination and harassment.
- Capable of promoting an environment that is supportive of Indigenous ways of being.
- An Ontario Driver's license or other valid license for use in Ontario is an asset.

Language Requirements

Proficiency in written and oral English.

- Awareness of Indigenous languages and the central importance they have for Indigenous education is a priority.

Location

The work will be carried out at the Head Office of the IAESC in Rama Ontario on average two days per week. Additional work carried out at your remote work location.

Travel to other locations in the province of Ontario or beyond, including meetings with the Indigenous Institutes, the Council, the Indigenous Institutes Quality Assurance Board and other engagements will be reimbursed as per the *IAESC Travel Guidelines*.

Overnight travel may be required to fulfill the responsibilities of this position from time to time.

To apply please submit your resume to finance@iaesc.ca