



Employment Opportunity

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

Mentored Administrative Assistant (Mentored Work)

- Eligible participants are aged 15 to 30 inclusively.
- Mentored work placements are for youth who reside on reserve, are not in school, are unemployed or underemployed.

POSITION REPORTS TO: Executive Assistant

WAGE/ HOURS: \$17.00/hour
37.5 hours per week

POSITION SUMMARY: Under direct supervision of the Executive Assistant, the Mentored Administrative Assistant will be responsible for assisting with daily administrative duties of the Administration department.

DUTIES & RESPONSIBILITIES:

- Provide reception duties including answering phone, greeting and directing clients.
- Log and distribute incoming correspondence including fax, mail, and email.
- Provide general clerical duties for the Administration department including filing, photocopying, typing, and emailing.
- Coordinate meetings, preparation of meeting materials, and recording minutes as required.
- Provide clerical support to SFNS staff by assisting with the transferring of files to a new document management system.
- Shipping and receiving (ensuring environmentally friendly options are utilized wherever possible).
- Assist with obtaining relevant information for the SFNS Bi-Monthly Newsletter.
- Assist in the planning, executing and delivery of a variety of SFNS led special events.
- Provide other clerical/administrative duties as required.

QUALIFICATIONS:

- Previous work experience within a First Nation community/organization preferred.
- Previous administrative work experience preferred.
- Computer skills (i.e. Microsoft Office - Word, Excel, Outlook).



- Must have the ability to work independently or in a team environment.
- Strong oral and written communication skills.
- **Applicants must be between the ages of 15-30 years of age, not in school, unemployed or underemployed.**
- Must have access to reliable transportation.

Closing Date: Friday, April 28, 2023 at 4:00 p.m.
Interviews are tentatively scheduled for Wednesday, May 3, 2023

Length of Position: 47 Weeks
(May 8, 2023 – March 31, 2024)
Based on availability of funding. Start date is subject to change.

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

Lori Fisher, Executive Assistant
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Fax: (519) 692-5976
Email: exec.assistant@sfns.on.ca

**Please clearly mark your subject line:
"Confidential – Mentored Administrative Assistant"**

Please ensure to include your contact information including phone number and email address in your cover letter/resume.

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