



miskanawah

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EXECUTIVE ASSISTANT

Location: 2335 – 30th Avenue NE
Position Type: Full-time, permanent
Hours: 37.5 hours/week
Program: Administration

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions and from evidence-based practices in human services to support vulnerable children, youth and families.

Reporting to the CEO, the Executive Assistant provides comprehensive support services to the Leadership team and the Miskanawah Board of Directors. This position is responsible for ensuring a high degree of accuracy and quality in planning, reporting, and records management. In addition to providing support to the Leadership Team, this role will be responsible for the management and coordination of the accreditation processes. This role may also provide operations support in areas such as insurance, benefits, event planning, and facilities as needed.

Responsibilities and Duties:

- Ensure that the CEO, Board of Directors, and Leadership Team is efficiently and effectively supported
- Manage information flow in a timely and accurate manner
- Manage and prepare reports, set agendas, record and issue meeting minutes, collect and analyze information for the CEO and Board of Directors
- Prioritize inquiries and requests while troubleshooting conflicts with little guidance; making judgements in alignment with agency policy and recommendations to ensure smooth day-to-day engagements
- Preparing and supporting the agency through the accreditation process
- Support the coordination of Board Meetings, Executive Team meetings, seminars, workshops, and special events
- Ensure discretion, confidentiality and privacy is upheld
- Other duties within the scope, spirit and purpose of the role, as requested by CEO, Board of Directors, and the Leadership Team



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Requirements:

- Knowledge of and willingness to engage in Indigenous cultural traditions
- Class 5 driver's license in good standing
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- Valid First Aid or CPR certification
- Quality Improvement and Outcomes Training
- Indigenous Awareness Training
- Diversity Training

Work Conditions:

- Interaction with CEO and Board of Directors
- Interaction with clients and the public at large
- Interaction with others under varying circumstances-including situations of a highly sensitive nature
- Ability to work in office 5 days a week
- Occasional evenings and weekend hours
- Attendance and participation in training
- Working in a busy environment with frequent interruptions
- Interaction with employees, management, and the public at large

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca and reference "Executive Assistant" in the subject line. We thank all applicants, however, only those selected for interview will be contacted. This posting will close when the position is filled.