



EXECUTIVE ASSISTANT

The Innu Round Table Secretariat was established for coordination of the Innu-Canada-NL tripartite process and operational program delivery of joint services including the Income Support Program, CYFS Prevention Services, Health capacity development and coordination of Justice & Policing initiatives. **The Secretariat office is now seeking a new executive administrative assistant, with a unique blend of knowledge, ability and experience who can work in this new & expanding organization located in Sheshatshiu, NL. Preference will be given to members of the Innu communities of Sheshatshiu and Natuashish.**

KEY FUNCTIONS

- Provide executive administrative support services to the Executive Director and Board of directors.
- Provide administrative support for IRT meetings and activities, including travel arrangements, coordination of logistics (meeting facilities, catering, audio visual), file preparation, and minutes.
- Act as the IRT office manager involving control of inventory, correspondence, contracts, files, supplies, equipment and support services to staff including leave records, timesheets and other HR issues.
- Act as the IRT property/facility manager for provision of all security, maintenance and support services.
- Act as the IRT Public Relations coordinator including drafting of media communications materials.
- Acts as the IRT website manager and IT coordinator.
- Assist with maintaining contact and liaison with IRT members, senior staff and various internal and external organizations.
- Assist with financial management of operations, services, programs and projects – including budget control, invoices, contracts, payments and reports.

QUALIFICATIONS and SKILLS

- Education combined with training and recent experience in administrative support functions and/or executive support services.
- Experience supporting a senior manager, senior executive, or political office holders.
- Experience in administration, office procedures and file management in a variety of administrative and operational program or executive areas including editing and proof-reading of correspondence.
- Knowledge of a broad range of programs & services in Natuashish and Sheshatshiu.
- Able to manage multiple high priority tasks simultaneously and maintain a high standard of product.
- High degree of initiative and excellent interpersonal skills.
- Must be able to work in a dynamic environment with shifting priorities and daily challenges.
- Good oral and written skills in English.
- Good technical skills to operate computers and applications such as E-mail, MS Word, Excel spreadsheets, and PowerPoint presentations.
- Ability to communicate in Innu-aimun will be considered an asset.

SALARY & BENEFITS: Will be determined in the range \$45,000 - \$55,000/year.

DEADLINE FOR APPLICATIONS: **October 28th, 2018**

TO APPLY: Send resume by e-mail to the IRT Secretariat, Executive Director, Germaine Benuen: gbenuen@irtsec.ca Candidates will be initially screened on education and experience factors. Applicants that do not clearly indicate the type of training/experience outlined above will not be

selected for consideration. Both written tests and interviews will be conducted as part of the selection process.