



Kitchenuhmaykoosib Inninuwug Dibenjikewin Onaakonikewin (KIDO) Maamao Dibenjikewin Kanawaabajikewin (MDK)

KIDO, the “KI Family Law”, has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO’s mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.

EXECUTIVE ASSISTANT Job Description (Position will be located in KI)

POSITION SUMMARY

The **Executive Assistant** will provide assistance and administrative support to the KIDO Director and KIDO Assistant Director. This is a very important role and requires organizing ongoing communication between various positions and units within KIDO’s MDK service model to the Director and Assistant Director, but also with external stakeholders and partners of KI.

The tasks of the Executive Assistant will include drafting meeting minutes, providing executive summaries of reports, and coordinating meeting logistics for in-person, virtual or hybrid sessions. Communication will be integral to this role and the ability to speak/read in both English and Anishiniimowin, the language of KI, will be required.

This position will report and be responsible to the KIDO Director.

QUALIFICATIONS

1. Attainment of either a high school or a combination of education and work experience resulting in similar skill is preferred.
2. A minimum of five (5) years ‘experience in a front-line non-profit office setting is required.
3. Must be personable, professional, and reliable for attendance to work.
4. An ability to type up a thirty (30) words per minute is required.
5. Must have excellent verbal and written communication skills in English and a good verbal command of Anishiniimowin language.
6. Must be able to proofread correspondence, documentation, and make corrections where required.
7. Must be able to take meeting minutes and executive summaries; and prepare in a timely manner.
8. Must understand the basics of a filing system.
9. Must possess good knowledge and expertise of Microsoft Excel, Word, and Outlook.



10. Must be able to work in a team setting and to multi-task when required.
11. Have an interest in learning new skills and upgrading educational level, for which on the job training will be provided in order to better serve to dibenjikewin, awaashish and oshkaadiz of KI.
12. Working knowledge of KIDO and the MDK Service Model.
13. Preference given to those that have experience and understanding of the history of KI, including the traditional culture and the impacts colonization has had on the community; but anyone without this will receive required training and a textbook on the community will be provided.
14. Must carry out KIDO principles, mission, and values.
15. Professional integrity and ability to maintain confidentiality are essential.
16. Ability to manage time of assigned duties and work flexible hours is essential.
17. A valid driver's license is mandatory.
18. A Criminal Record Check, with a Vulnerable Sector Check, is required.
19. Ability to travel is required (KI, Sioux Lookout, Thunder Bay).

DUTIES AND RESPONSIBILITIES

1. Must approach all their work based on love and compassion; and remain professional and set aside personal issues, keeping an open mind and not being judgmental.
2. To preform duties in a timely manner and keep up in a fast-paced working environment.
3. Follow and understand the duties in KIDO and the MDK policy.
4. Participate in training on an on-going basis and complete training required under KIDO.
5. Answer and relay telephone and website inquires.
6. Host guests and visitors in a courteous manner while in the reception area of the office.
7. To adequately manage and forward incoming and outgoing hard copy correspondence.
8. To assist with preparation of Case Review and Case Management meeting documents.
9. To make bookings for boardroom(s) for meetings and training purposes.
10. To provide administrative support to employees in conjunction with the Office Manager.
11. To monitor the employee attendance reports during regular work hours.
12. To assist in the preparation of travel and accommodation arrangement for front-line employees.
13. To prepare a calendar of weekly and monthly meetings and to provide electronic notice of same to employees.
14. To maintain confidentiality while carrying out tasks, and sign an Oath of Confidentiality.
15. Other duties as required.



NOTE: While formal education is listed in the qualification section the hiring committee will consider it favourably when the candidate themselves is from KI and have local knowledge of the community, reserve life, and culture. For example, they know and have a relationship with the homelands, know KI spirituality, know the prayers, the landscapes, the waters, the people, the way we view our elders, the challenges of living in a remote reserve and can show a commitment to helping awaashish, oshkaadiz egwa dibenjikewinan of KI. It will also be an asset if the candidate can walk their talk, for example, lives a healthy lifestyle themselves and have a healthy dibenjikewin life.