*Le Conseil Scolaire des Premières Nations en Éducation des Adultes || The First Nations Adult Education School Council*

**April 1st, 2025**

# SECOND JOB POSTING

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| **TITLE OF POSITION:** | Administrative Assistant |
| **IMMEDIATE SUPERVISOR:** | Executive Director |
| **LOCATION:** | Kahnawake – working from home environment |
| **SALARY:** | $49,268 to $65,775 (based on 35 hrs/week) |

## SUMMARY OF THE POSITION:

The Administrative Assistant is a crucial member of the First Nations Adult Education School Council and is expected to proactively assist the Executive Director, be resourceful, address issues and solve problems as they arise.

## BASIC REQUIREMENTS:

- ✓ DEC in a relevant field of study OR a DEP in secretarial studies with specific experience as an Administrative Assistant.
- ✓ 2-4 years of relevant experience.
- ✓ Fluent in English and French with excellent writing skills and effective communication skills.
- ✓ Advanced knowledge of Microsoft Office suite.

## ASSETS:

- ✓ Knowledge of an Indigenous language.
- ✓ Understanding of First Nations organizations and First Nations communities.
- ✓ Experience in an adult education setting.

## DUTIES:

- ✓ Organise events and meetings logistics (travel, translation, accommodations, etc.) and assist participants when travelling.
- ✓ Maintain inventory, place orders, purchase materials and follow-up on deliveries.
- ✓ Drafting, proofreading, and formatting correspondence, reports, presentations, proposals, and other materials as assigned.
- ✓ Perform a wide range of diversified administrative functions including but not limited to answering the phone, mail, couriers, filing and word processing.
- ✓ Minute taking and filing.
- ✓ Research and development as needed.
- ✓ Provide administrative support to the team.
- ✓ Travel as required.

## TO APPLY:

Please email your resume and a one-page note on the role of an Administrative Assistant to:

Mr. Tanu Lusignan
First Nations Adult Education School Council
jobs@conseilscolaire-schoolcouncil.org

Deadline: April 11, 2025, at 4:00 pm
**Email submissions only.**
All things being equal, priority will be given to members of First Nations communities.
PLEASE NOTE THAT ONLY CANDIDATES RETAINED FOR AN INTERVIEW WILL BE CONTACTED