

JOB DESCRIPTION



ORGANIZATION: NATIVE FRIENDSHIP CENTRE OF MONTREAL INC.
POSITION: EXECUTIVE ASSISTANT
PROJECT: CORE
LENGTH: October 3, 2022 until March 31, 2023 (with possibility of extension)

The Native Friendship Centre of Montreal (NFC or 'Centre') is a non-profit, non-sectarian, autonomous community development agency, whose principal mission is to promote, develop and enhance the quality of life in the urban Indigenous community of Montreal.

ACCOUNTABILITY

The Executive Assistant will be responsible for handling a wide range of administrative and support related tasks for the management team and will be able to work with little or no supervision. He/she will act as primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director and may be delegated the role of organizational representative. The Executive Assistant must be able to work independently and under pressure at times to handle a wide variety of activities and confidential matters with discretion. The position is under supervision and responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

It is important that employees serve as positive role models by demonstrating community citizenship to the public at large while upholding the rules and regulations of the Centre. Attendance at staff meetings and training sessions is required.

EVALUATION OUTCOMES

- Demonstrates the necessary capacity, knowledge, and skills to carry out duties responsibly, professionally while utilizing tact and judgement;
- Demonstrates commitment to quality and high standards of excellence;
- Demonstrates professionalism and discretion while maintaining positive working relationships with all staff and departments
- Demonstrates an ability to appropriately prioritize tasks and responsibilities
- Demonstrates initiative by recognizing opportunities to improve the Centre's administrative productivity and identifying practical solutions

QUALIFICATIONS

- College, University or equivalent diploma in administration, management or other related fields; or a combination of education and experience working in a similar role;
- Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors;
- Proven ability to handle confidential information with discretion, manage competing priorities, and demonstrate the highest standards of professionalism;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Proficient in Microsoft Office (Word, Excel, and Power Point), Adobe Acrobat, Canva, cloud-based platforms (ex. Google Sheets, Dropbox, WeTransfer, etc.), virtual meeting applications (ex. Zoom, Microsoft Teams, etc.) and social media platforms, with an aptitude to learn other applications and software if needed;
- Self-starter, autonomous and able to work with limited supervision;
- Diplomacy, tact and judgement;
- Regular and predictable attendance and punctuality, as well as reliability to make alternative arrangement when necessary;
- First Aid / CPR / ASIST certification an asset;
- Expert level written and verbal communication skills;
- Professionally proficient in both English and French languages; Indigenous language is a strong asset
- Culturally-competent regarding the values, traditions and belief systems of Indigenous peoples is a strong asset

RESPONSIBILITIES

- The Executive Assistant works independently performing a wide range of complex and confidential administrative and support related tasks;
- Provides administrative and operational support to the management team, including, but not limited to: assistance with effective and timely reporting, scheduling of meetings, planning of special events and travel arrangements;
- Successfully completes a broad variety of administrative tasks and critical aspects of deliverables with a hands-on approach, correspondence, and other tasks that facilitate the Executive Director's ability to effectively lead the organization.
- Provides leadership to build relationships crucial to the success of the organization, and may manage a variety of special projects, some of which may have organizational impact;
- Maintain compliance with applicable rules and regulations set in bylaws regarding board and board committee matters;
- Receives, refers, and redirects phone calls, inbound e-mails/ social media messages, and visitors to the executive team;
- Coordinate and adhere to organized system of records and internal controls;
- Update and maintain the various membership, supplier, and distribution lists;
- Maintain inventory of office supplies and complete purchase orders;
- Organize and prepare meeting agendas and administrative packages for the Board of Directors and staff;
- Other duties/responsibilities assigned by the Executive Director

WORKING ENVIRONMENT/ HOURS

The work schedule is full-time (37.5 hours per week) Monday through Friday, but may be subject to periodic variations according to organizational requirements. Attendance at events, meetings, training, and workshops is mandatory.

The Executive Assistant is required to be on-site during regular work hours at the Native Friendship Centre of Montreal (2001 St-Laurent Blvd., Montreal, H2X 2T3).

CLOSING DATE: APPLICATIONS WILL BE ACCEPTED UNTIL SEPTEMBER 30TH, 2022 AT 5:00 P.M.

PLEASE FORWARD YOUR RESUME AND COVER LETTER VIA EMAIL OR WEBSITE TO:

Native Friendship Centre of Montreal Inc.

**2001, Blvd. St-Laurent
Montreal, QC H2X 2T3**

info@nfc.org

Fax: 514.499.9436

<https://nfc.org/en/>

Applications will not be accepted beyond the closing date.

Only those applicants selected for an interview will be contacted.

Preference will be given to Aboriginal (First Nations, Métis, Inuit) applicants but all are encouraged to apply.