



Metis Child, Family & Community Services (MCFCS) Agency is a mandated child and family services agency with the responsibility to administer and manage culturally appropriate community-based child protection and support services for Metis and Inuit people in Manitoba.

EXECUTIVE ASSISTANT FULL TIME, PERMANENT POSITION

Competition #: MCFCS-EA-2018.011
Hours of Work: 7.25 hours per day
Classification and Salary: EXA, \$52,749 - \$59,671 annually
Location: Winnipeg, MB

The Executive Assistant will coordinate the business affairs, administrative procedures, public relations activities and research and analysis functions under the direction of the Executive Director. This position provides support to the Executive Director and to the Board of Directors of the Agency. This is a senior administrative position requiring a high level of initiative, self-reliance and the ability to identify and prioritize various tasks with minimal supervision.

Listed below is a summary of the qualifications and responsibilities of the position; complete job descriptions will be available to the successful candidate.

Main Areas of Key Responsibilities and Activities:

Provide Administrative support services to Executive Director

- Schedule and coordinate the Executive Director's daily agenda
- Schedule workflow, office operations, and implement general administrative practices, policies and procedures
- Organize and maintain various confidential, administrative, reference, and follow-up files
- May provide administrative consultation to other administrative staff in the Agency
- Act as a resource for professional staff for clarification of organizational policies and procedures
- Maintains and distributes service related policy and procedures
- Ensures maintenance of spreadsheets and other tracking systems for a variety of internal documents
- Coordinate the flow of information internally and with other departments and organizations
- Receive and prioritize incoming and outgoing telephone calls and correspondence from staff, senior management, government representatives, external collateral organizations, clients and general public on behalf of the Executive Director
- Respond, both verbally and in writing, at times on own initiative, with a high level of professionalism, confidentiality and discretion to a wide range of inquiries
- Collect information and produce a variety of complex reports, letters and memoranda that are confidential and sensitive in nature
- Maintain and utilize a general filing system in support of program services
- Coordinate executive and staff meetings and coordinate board and executive meetings and take minutes

Education and Experience:

- Grade 12 or equivalent plus
- Completion of a recognized diploma program or equivalent in administration
- 5 years' experience in a senior administrative role within a Child & Family Services environment or executive assistant role
- Proven experience working with a Board of Directors
- Experience working with Métis, Inuit and Aboriginal people.

Knowledge, Skills and Abilities:

- Excellent interpersonal, administrative and organizational skills
- Proven verbal and written communication skills and the proven ability to manage multiple projects concurrently
- An understanding of board governance and Roberts rules
- Proficiency in MS Office including Word, Excel, Access, PowerPoint and Internet Explorer
- Ability to develop reports and processes within recognized MS software applications: database (Access), spreadsheet (Excel), presentation (Power Point) and word processing (Word)
- Ability to maintain highly sensitive and confidential information.
- Ability to work effectively under pressure, meet deadlines and effectively handle multiple tasks.
- Access to a vehicle and possession of a valid Manitoba driver's license as travel within the city and to Métis/First Nations communities will be required.

Prior to commencing employment the successful applicant will be asked to provide satisfactory results of a Criminal Record Check with Vulnerable Sector Search, a Child Abuse Registry Check, Prior Contact Check and a Driver's Abstract upon hire at their own expense. In light of long processing times for these checks we encourage applicants to apply early, as this will reduce wait times to begin employment.

MCFCS offers a supportive and progressive work environment, competitive salaries, excellent benefits package and training opportunities.

Please submit your resume under cover letter indicating the competition number to:

Human Resources

Metis Child and Family Services Authority

Email: recruitment@metisauthority.com

Deadline for applications: 4:30 p.m. Thursday, March 1, 2018

We thank all who apply; however, only those selected for an interview will be contacted.

Preference will be given to Metis and Inuit applicants.