



Biidaaban Healing Lodge

Executive Administrative Assistant – Permanent Full-time

Internal/External Posting

The Biidaaban Healing Lodge is a 12-bed residential treatment program located on Biigtigong Nishnaabeg formerly known as Pic River First Nation, which is approximately 25 kilometers from Marathon, ON. We are mandated to provide quality treatment to all Aboriginal and Metis people residing in the Robinson Superior area. We provide treatment for unresolved trauma stemming from sexual abuse, family violence, adult children of trauma, grief and abandonment and anger solutions.

Primary Responsibilities:

Working as a team member within the Healing Lodge and in conjunction with the First Nation communities in the area and under the direction of the Executive Director, the Executive Administrative Assistant is responsible for:

- ❖ Preparing financial statements, reports, memos, service delivery quotes, letters, and other documents.
- ❖ Filing and retrieving corporate records, documents, and reports.
- ❖ Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- ❖ Helping prepare for meetings.
- ❖ Accurately recording minutes from meetings.
- ❖ Using various software, including word processing, spreadsheets, databases, and presentation software.
- ❖ Reading and analyzing incoming memos, submissions, and distributing them as needed.
- ❖ Making travel arrangements, completing expenses for executives.
- ❖ Performing office duties that include ordering supplies and managing a records database.
- ❖ Provide general administrative support.

Qualifications:

- ❖ High School Diploma
- ❖ Business Management/Office Administration Certificate preferred
(A combination of education and work experience will be considered.)
- ❖ Ability to work independently and as part of a team with strong communication skills, a working knowledge of computer programs to develop pamphlets, posters and other promotional items
- ❖ Proven experience as an executive assistant or other relevant administrative support experience.
- ❖ In-depth understanding of entire MS Office suite.
- ❖ Ability to organize a daily workload by priorities.
- ❖ Must be able to meet deadlines in a fast-paced quickly changing environment.
- ❖ A proactive approach to problem-solving with strong decision-making skills.
- ❖ Professional level verbal and written communications skills.
- ❖ An understanding of the issues that impact First Nation communities and the Anishinaabek way of life.
- ❖ Experience working with First Nation's individuals, families and communities, and a working knowledge of healing and recovery from a Native perspective.

Salary: Wages will be negotiated commensurate with experience

Interested people are invited to submit a cover letter with resume and three work related references by 4:30 pm on Friday, April 3, 2020 to Simone Desmoulin, Executive Director at the address listed below or by email at smdesmoulin@biidaaban.com, applications may also be faxed in to 807-229-0308

We would like to thank you for expressing an interest in joining our team: however only those candidates who qualify for an interview will be contacted.

This project has received funding from the Ministry of Children, Community and Social Services – Indigenous Healing and Wellness Strategy.

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