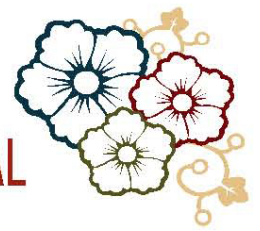




NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



EMPLOYMENT OPPORTUNITY

POSITION: Administrative Assistant
LOCATION: Native Women's Shelter of Montreal
SCHEDULE: Full time, 32 hours a week
SALARY: \$24.00 an hour
START DATE: Immediately
PROBATION: Three months.

APPLICATION: Please send a **cover letter, your Curriculum Vitae and two letters of reference** by **June 3rd, 2022** to the attention of:

Nakuset, Executive Director
at nakuset@gmail.com

The Mission of the Native Women's Shelter of Montreal is to provide a safe and supportive environment that strengthens cultural identity, self-esteem and independence for Aboriginal women and their children. Our vision is to achieve balance through empowered healing.

DUTIES AND RESPONSIBILITIES

- Assist the Executive Director in managing workflow of multiple projects, ensuring that deadlines are met and work is completed correctly.
- Assist in the preparation of funding applications and letters.
- Follow up on business arising to emails and phone calls on behalf of the Executive Director, as needed
- Generate memos, emails and reports when appropriate.
- Respond to questions and requests for information as delegated by the Executive Director
- Schedule, attend and participate in staff meetings and take minutes
- Schedule staff trainings
- Assist the Executive Director in the strategic planning process
- Attend/Assist in preparation for Board meeting and AGM
- Book travel, prepare per diem forms for staff as needed
- Prepare staff contracts and maintain personnel files
- Organize and update current filing system
- Prepare resolutions for board meetings
- Prepare and distribute job postings, as needed
- Follow up on community grants (eg, Toy Tea, Gazette Christmas fund cheques)
- In branch bank deposits as needed
- Respond to staff requests of information.
- Purchase cake and gift cards for inhouse clients and staff birthdays;

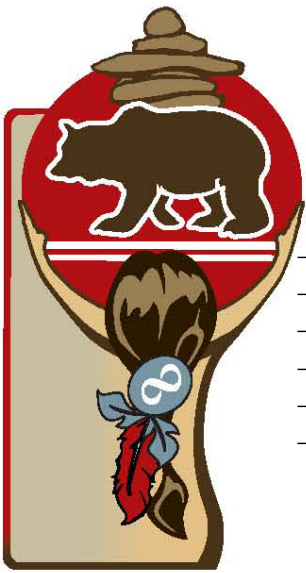
www.nwsm.info

T: (514) 933-4688

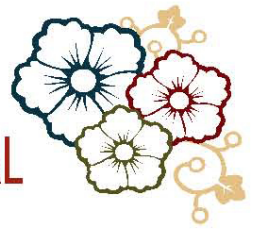
F: (514) 933-5747

Toll Free / Sans Frais: 1-866-403-4688

P.O. Box 183, Station A, Montreal, Qc H3C 2S1



NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



- Purchase gifts for inhouse clients for Valentine's Day, Easter and Mother's Day etc...
- Pickup mail and mail out anything on behalf of the Shelter
- Call repair people as needed;
- Pickup Gazette Christmas fund cheques if needed;
- Other errands as needed;
- Other related duties as requested by the Executive Director.

Qualifications

Qualifications and Requirements:

- Bachelor's degree required
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Bilingual.
- Knowledge of Indigenous history, generational trauma and systemic discrimination
- Must demonstrate team work
- Commitment, flexibility and good problem-solving skills.
- An Aboriginal language is an asset
- Consent to sign a confidentiality form and obtain a criminal record.
- Must demonstrate respect and awareness of NWSM values, policies and ethics;

Indigenous applicants will have priority.

In order to perform the job successfully, an individual must demonstrate the ability to manage difficult or emotional client situations, respond promptly to client needs and to requests for service and assistance. Must use time efficiently and be consistently on time for work.

www.nwsm.info

T: (514) 933-4688

F: (514) 933-5747

Toll Free / Sans Frais: 1-866-403-4688

P.O. Box 183, Station A, Montreal, Qc H3C 2S1