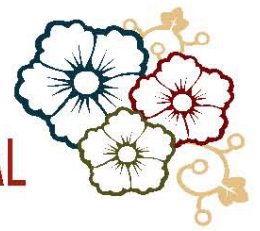




NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



EMPLOYMENT OPPORTUNITY

POSITION:	Executive Assistant
LOCATION:	Native Women's Shelter of Montreal
SCHEDULE:	Full time, 32 per week
SALARY:	\$28.00 an hour
START DATE:	Immediately
PROBATION:	Three months.
APPLICATION:	Please send a cover letter, your Curriculum Vitae and two letters of reference by Friday, June 3rd, 2022 to the attention of:

Nakuset, Executive Director
at nakuset@gmail.com

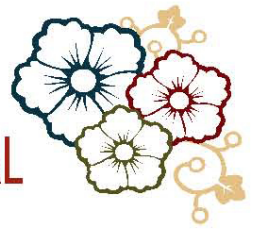
The Mission of the Native Women's Shelter of Montreal is to provide a safe and supportive environment that strengthens cultural identity, self-esteem and independence for Aboriginal women and their children. Our vision is to achieve balance through empowered healing.

DUTIES AND RESPONSIBILITIES

- Assist the Executive Director in managing workflow of multiple projects, ensuring that deadlines are met and work is completed correctly, including:
 - Assist the Executive Director in making flow chart od deadlines of when reports are due;
- Assist in the preparation of funding applications and letters;
- Accompany the Executive Director to partner/business meetings and take minutes as needed, including;
 - Attending meetings on behalf of the Executive Director when required, be able to provide a summary of the meeting;
- Follow up on business arising to emails phone calls on behalf of the Executive Director, as needed;
- Generate memos emails and reports when appropriate, including;
 - Responding to emails on behalf of the Executive Director as needed,
- Respond to questions and requests for information as delegated by the Executive Director;
- Schedule, Attend, participate in staff meetings and take minutes;



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- Schedule Admin. trainings;
- Assist the Executive Director in the strategic planning process;
- Attend/assist in preparation for Board meetings and Annual General meeting (AGM)
 - Send out doodles and follow up emails for Board meetings;
 - Prepare for Board meeting (invite all partners to Board meetings);
 - Prepare resolutions for Board meetings;
 - Prepare/deliver all documents for PSOC after our AGM;
- Book travel and prepare per diem form for the Executive Director as needed;
- Organize and update current filing systems, including;
 - Update filing systems with notification labels on the drawers to know what is in them;
- Prepare and distribute job postings as needed;
- Respond to staff requests of information;
- Other related duties as requested by the Executive Director, including:
 - Effective and proper communication with the Executive Director at all times;
 - Communicate with the Executive Director on weekends and evenings in case of crisis/emergency situations as needed via text, phone or email etc....

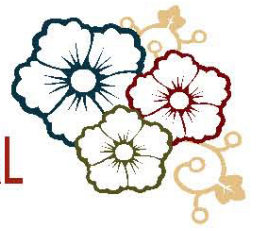
Qualifications

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.



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- 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.