Administrative Assistant

The Administrative assistant provides administrative support mainly to the Executive Director but also to the staff of CNACA. Duties include general clerical, minutes taking, receptionist and project-based work. One main responsibility is acting as the memory of the organization through notes, minutes of meetings. Another important responsibility is to act as the gatekeeper of human resource confidential information and provide staff information about CNACA human resource policies and general rules. The candidate must project a professional corporate image through in-person, phone interaction and web platform including emails.

Location: Ouje-Bougoumou, Quebec

Job Type: Full-time

Responsibilities

- Answer phones, greet visitors, and transfer to appropriate staff.
- Create, correct, and modify documents using Microsoft Office.
- Take and classify meeting minutes for easy access.
- Perform general clerical duties (photocopying, faxing, mailing, filing).
- Maintain hard copy and electronic filing systems.
- Sign for and distribute mail and packages.
- Research, purchase, and maintain office supplies, furniture, and equipment.
- Coordinate staff records (office space, phones, credit cards, keys, parking) and weekly schedules.
- Setup and coordinate meetings, conferences, and accommodations for visitors. Support staff with project-based tasks and office orientation.
- Assist the Executive Director with additional tasks

Qualifications

- High school diploma, general education degree, or equivalent practical work experience in a related occupation.
- Must be able to communicate in Cree and English. Understanding of the French language, both oral and written, is an asset.
- Has a good understanding of basic computer skills and the ability to learn how to use proprietary software and applications.

- Knowledge of the Cree culture and the traditional ways of life of the Eeyou Nation.
- Ability to work independently and proven capacity to plan and work efficiently. Must possess interpersonal relationship skills and ability to interact positively with people in general.
- Committed to continuous education through training, workshops, seminars, and conferences.
- CNACA may waive all or any of the aforementioned requirements if it finds a suitable candidate and who accepts, as a condition of employment, to follow a training plan determined by CNACA.

Benefits

- Cree pension plan
- Group insurance plan
- Team outings and activities
- Spring & fall cultural leaves
- Training and employee capacity building
- Travel to events and tradeshows

Terms of Employment

Please take notice that this is a full-time, permanent position and subject to a 3-months probationary period.

Salary for the above position will be commensurate with the qualifications and experience of the applicant. CNACA offers competitive salary and benefits and offers equal opportunities to men and women.

Start Date: To be determined

Please send your application by mail, fax or e-mail to:

Dale Cooper
Executive Director
Tel: (418) 745-2444 Extension: 3333
Cell: (581) 445-0521
Fax: (418) 745-2324
E-Mail: dale.cooper@cnaca.ca

Date of Posting: September 12, 2024

Closing Date: October 11, 2024

Mission of the Cree Native Arts & Crafts Association

To diversify and grow a sustainable cultural economy in Eeyou Istchee involving partnerships among Cree artists, artisans and Cree communities that will preserve, promote and enhance the heritage of the Eeyou/Eenou Nation while encouraging contemporary means of expression that maintain Cree culture, values, traditions and skills.