

Métis Local 1904

We are Hiring for:

Office Coordinator / Administrative Assistant

Position Type – Temporary, Full-Time, 3-month contract with opportunity for permanent position

We are a not-for-profit organization working towards a better future for Métis People. The Métis Local 1904 is a volunteer group based in St. Albert and Sturgeon County. Our team is growing exponentially, and in turn so are the tasks and commitment responsibilities. We are recruiting for someone with a passion for administration who is excited to be part of this role's creation. This position plays a key role in providing support for our continued growth.

Job Description:

- A friendly and compassionate person who can create an open and inviting office space.
- Manage reception, respond to inquiries, and provide a full range of administrative support activities.
- Help create office procedures and organize commitments of the Métis Local and its Sub committees.
- Working independently, the successful candidate will be motivated and self-driven.
- Candidate must have excellent judgment, initiative, and an ability to work under specific time constraints and a master multi-tasker.
- Report and work directly with supervisors to update and help navigate priorities.
- Excellent writing skills to assist in applying for Government Grants and Initiatives.
- Help organize community functions and volunteers for events.
- Attend meetings and take minutes.
- Other duties as required.

The list of tasks will be flexible as they will fluctuate as we are navigating this new position.

Qualifications:

- Administrative experience is an absolute must
- A minimum of 3 years of experience
- Knowledge of basic office equipment
- Strong computer proficiency in a Windows environment: Microsoft Office including Word, Excel, and the Internet
- Up to date with social media platforms and how they work
- High level of tact and discretion; ability to maintain confidentiality
- Excellent customer service, public relations, and organizational skills
- A clear Vulnerable Sector Police Information Check is required

This application is open to all; however, we are looking for an open minded and self driven individual with some experience. Métis and Indigenous people are encouraged to apply.

A contract will be in place and has an initial term of 3 Months from the date of hire with the possibility of extension based on funding. We are wanting to create a permanent position within that 3 month timeline, as part of the job will be securing funding and initiatives. Working with a vulnerable population we need someone who shows leadership but also has compassion and knowledge to grow with us and our communities.

Please send in your resume to Local1904Métis@gmail.com and we will contact you if we are interested in booking an interview. Thank you for your time and we look forward to hearing from you!