



FIRST NATION LANDS MANAGERS ASSOCIATION FOR QUEBEC AND LABRADOR

JOB OPPORTUNITY ADMINISTRATIVE ASSISTANT

PERSONNEL REQUIRED	One (both women and men are encouraged to apply)
PERIOD OF EMPLOYMENT	35 hours per week September 1 st , 2021 Flexible start date 3-month probation
SCHEDULE	Monday to Friday, 8:30 am -4:30 pm Flexible between 7:00 am to 6:00 pm Summer hours between June 21 - September 2
LOCATION OF WORK	Work from Home, remote
SALARY	\$37,000 – 40,000 annually

The Opportunity

The FNLMAQL is recruiting an experienced, engaged, and dynamic Administrative Assistant to support the mission of the First Nation Lands Managers Association of Québec and Labrador (“FNLMAQL”). The FNLMAQL brings together First Nations from across Quebec and Labrador to further develop, share, and highlight knowledge, capacity and skills pertaining to Indigenous land management. We are looking for the perfect fit to support the Association in a pivotal moment of growth.

The FNLMAQL

Incorporated in 2002, the First Nation Lands Managers Association of Québec and Labrador is a regional non-profit, non-political organization whose mission is to unite and assist all members to exchange knowledge, ideas, and expertise in all areas of Lands Management while incorporating our traditional values, beliefs and practices.

The values and principles that drive the Association as a workplace include trust, collaboration, regular dialogue and valuing each individual’s expertise, experiences and limitations. The Association aims to provide an ongoing support to our members, as well as a flexible work environment and promoting a healthy work/life balance for employees.

To learn more about the Association, please visit our website at FNLMAQL.ca

JOB DESCRIPTION

Reporting to the Executive Director, the Administrative Assistant (the “Assistant”), will be responsible for maintaining the administration of the Association and supporting the ED in its operations.

Essential Job Functions:

- Answer calls and emails in a timely manner;
- Organize meetings, convene participants, take minutes, and prepare the necessary files;
- Undertake basic bookkeeping;
- Proofread and edit documentation;
- Draft documentation occasionally;
- Distribute communications materials via mail and email;
- Assist in establishing and maintaining an up-to-date email and contact distribution list of First Nations in Ontario;
- Assist in the development and implementation of FNLMAQL’s 5-year strategic plan;
- Keep social network sites up to date;
- Update website as needed;
- Coordinate, trainings and other events;
- Assist in the implementation of programs and projects;
- Assist and conduct evaluation of programs and projects;
- Coordinate travel arrangements when necessary;
- Maintain electronic filing on a regular basis;
- Maintain contact lists and directories;
- Make posters, pamphlets and other communications materials;
- Participate in videoconference meetings on a regular basis;
- Attend FNLMAQL Board meeting as required, to record minutes and provide support;
- Be responsible for safeguarding confidential information; and
- Assist the ED in other tasks, as required.

Reporting and Collaboration

1. The Administrative Assistant will report directly to the Executive Director.
2. The Administrative Assistant will be expected to collaborate and work alongside other employees, members of the Board and external partners, as requested by the ED.

REQUIREMENTS

General Profile

The Association is searching for a candidate who genuinely cares about the FNLMAQL's mission. As an organization in a growth phase, the ideal candidate will be interested in learning and growing together as a valued member of team.

Some other aspects of the ideal candidate that are important to us are:

- Outgoing;
- Can work efficiently in an environment with little formal structure;
- Shows initiative;
- Detail-oriented;
- Comfortable giving and receiving feedback;
- Trustworthy and respectful;
- Demonstrated cultural competency;
- Bilingual.

Education and certification

A CEGEP diploma is required for this position, but preference will be given to degrees or certificates in secretarial or accounting or bookkeeping studies and those who have pertinent professional experience.

The candidate must be willing to undergo training if deems necessary by the Executive Director.

Experience

- Four (4) years of experience in office administration or relevant role;
- Experience in communications will be considered an asset;
- Experience in bookkeeping will be considered an asset;
- Experience working in an Indigenous community will be considered an asset;
- Experience in Land Management will be considered an asset;
- A good employment history.

Languages

- Fluency in English and French, spoken and written;
- Knowledge of indigenous language will be considered an asset.

Knowledge and abilities

- Knowledge of Microsoft suite (Word, Excel, PowerPoint, etc);
- Knowledge of Quickbooks Online or other Accounting/Bookkeeping software;
- Basic design skills (InDesign, Photoshop, Illustrator) will be considered an asset;
- Effective verbal and written communications skills;
- Ability to work under pressure and in a timely manner;
- Demonstrated sound work ethic;
- Maintain confidentiality;
- Work effectively in a team;

- Is organized and can maintain files and records;
- Ability to work autonomously;
- Expert time management skills;
- Stress management skills;
- Cultural awareness and sensitivity;

Work Environment and Travel

Considering the current context of the COVID-19 pandemic, it is likely that most work will be done remotely for the duration of the contract.

As the Covid-19 context allows, the Association will require some travel. The successful candidate must be able and willing to travel occasionally.

Other

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize work in the FNLMAQL administration.

Qualified candidates will be contacted the week of August 16th, 2021, to have an interview scheduled the week of August 23rd. Candidates must be available for an interview the week of August 23rd – 27th.

Deadline for Application is: 11:59 PM EST on August 17th, 2021 :

**Send Application by email to:
Valerie Fauteux at
vfauteux@fnlmaql.ca**

We thank all applicants for their interest. Only those candidates under consideration will be contacted.