

Cree Women Of Eeyou Istchee Association Association des Femmes Cris De Eeyou Istchee

EMPLOYMENT OPPORTUNITY Administrative Assistant

Under the supervision of the Business Development Coordinator, the administrative assistant must be a responsible individual and independent to perform a variety of administrative and clerical tasks. Duties include but are not limited to providing support and assistance to Business Development Coordinator with daily office needs, administrative duties, and business development activities.

Organizational Responsibilities

- Assist in the research and analysis of all information to determine the sustainability and viability of potential projects for entrepreneurship development
- Aid in the research and coordinate training programs as identified and requested by the local women associations and entrepreneurs.
- Assist in the implementation of CWEIA's current and updated Entrepreneurial Strategic Plan
- draft and assist in the development of proposal writing for projects, programs, and events
- Support and assist in research development to ensure adequate support services as identified and requested by the local women's association and entrepreneurs.
- Assist in coordinating variety of events under CWEIA and the Socio-Economic development
- Support he Local Women Associations through local initiatives by providing resources, support, and information
- Assist in creating workplans for the year and measuring progress for reporting purposes

Administrative Responsibilities

- Collaborate with the Business Development Coordinator to maintain the Cree Women business directory and enter data into the system (Membership forms and update Mailchimp)
- Maintain and update contact lists, entrepreneurs, staff, funders, and local women associations /Board of Directors
- Write and distribute emails, correspondence, memos, letters, and other forms
- Schedule and book meetings & take minutes of meetings as required
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Other duties as required by the Business Development Coordinator

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Employment Requirements

- <u>Must be a graduate from an accredited program</u> in office administration, and/or business or entrepreneurship related programs
- <u>Must have graduated in the last two years</u>
- Must not already be employed in their field
- <u>One (1) year contract under the ASD Internship Program</u> with possible extension and/or fulltime employment offer
- Proven experience as an Administrative Assistant or Office Admin Assistant
- Knowledge of office management systems, equipment, and procedures
- Proficiency in MS Office, Word, Excel, PowerPoint, Publisher, Teams and Zoom
- Excellent time management skills and the ability to prioritize work
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Willing to work outside normal working hours and/or weekends
- Might require some travel

POSTING DATES:

June 3 – June 17, 2022, at 5:00 pm. Please send your resume to bdc@cweia.ca