

Ontario Aboriginal Lands Association (OALA) EMPLOYMENT OPPORTUNITY

Position: Administrative Support

The Ontario Aboriginal Lands Association (OALA), is a provincially registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven. OALA is dedicated to raising professional standards and capacity in First Nation land management.

OALA is seeking an experienced and driven individual to fill the position of Administrative Support.

Position Summary:

The OALA Administrative Support position will support the overall operations of OALA. The qualified candidate must provide a high level of administrative and financial support for various projects and departments within the daily and overall operations of OALA.

Under the immediate supervision of the Executive Director and secondary supervision of the Chair of OALA and or designate the Administrative Support will:

- Provide primary administrative support to the Executive Director, and secondary to additional OALA Staff as required or directed
- Perform a high level of financial and administrative duties
- Organize priorities and maintain appropriate confidentiality
- Assist in the coordination of training and project activities when requested
- Provide administrative assistance to the Board of Directors, including taking minutes, preparing reports, and ensuring all corporate information is up to date
- Assist in carrying out of the goals and objectives of OALA
- Promote the role of the Regional Lands Associations (RLA) throughout Canada, as well as the promotion and support of the National Aboriginal Lands Managers Association (NALMA).
- Encourage, support and market the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nation Land Managers in Ontario

Location: Kettle and Stony Point First Nation, Ontario

Employment Type: **Full-time** contract until March 31st, 2021 with a possibility of an extension
Start date is immediate. The successful candidate will be subject to a probation period as per OALA Personnel Policy

Language: Fluency in English (written, comprehension and oral)

Closing Date: **October 27, 2020 at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$39,000 (annually subject to availability of funds)

Job Description: Available upon request

Skills, Knowledge, and Competencies:

- Knowledge of the Ontario Aboriginal Lands Association (OALA) Services and Members
- Proficiency in the use of the Microsoft Office (Word, Excel, PowerPoint, Outlook, Microsoft Edge, Google Chrome) various on-line communication methods, and Adobe Pro
- An understanding of Not-for-Profit corporations
- Ability to prepare meeting minutes, briefing notes and internal support materials when required
- A good understanding of accounting principles including accrual accounting, reconciliations, general ledgers journals and preparedness to learn more complex principles
- High-level communication skill (written and oral)
- Strong multi-tasking and time management skills
- Strong organizational and file management skills
- Experience in coordination of training, meetings, conferences and workshops
- Knowledge of theory and application of management, business policies, strategic planning techniques and practices
- Ability to maintain a database and filing systems for all relevant inquiries, referrals and evaluations
- Ability to analyze financial information and prepare financial statements and reports
- Ability to do research and introduce new administration methods
- Candidate must be flexible, proactive, solution focused and adaptable to rapid changes in the daily work environment and be resourceful in solving problems for a positive outcome
- Ability to establish and maintain effective working relationships with other First Nation Organizations and Government
- Must maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- Completion of Post-Secondary certificate/diploma in business administration or accounting and/or equivalent combination of education and experience may be considered
- Two or more years of experience in the related field of business and accounting administration
- Excellent interpersonal skills and creative thinking
- Must possess own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings when necessary
- Experience working with First Nations is an asset
- Being a Certified Land Manager is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Submit two (2) current **signed and dated** letters of reference to accompany resume

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail or Email the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Signed and Dated Letters of Reference**

Send To: Jessica Pickett, Executive Director
 Ontario Aboriginal Lands Association
 9119 West Ipperwash Street, Unit B
 Kettle and Stony Point FN, ON, N0N 1J1
 Email: ed@oala-on.ca

Thank you to all applicants; however, only those selected for an interview will be contacted.