

## **JOB DESCRIPTION**

### **Program Assistant**

#### **Youth Initiatives**

The Youth Initiatives Department Program Assistant role is integral to supporting the day-to-day tasks of the NAN Youth Initiatives team to aid in the delivery of leadership, land based, and culturally relevant programs for NAN Youth. This role involves collaboration both within NAN and beyond. The Program Assistant will also be responsible for site, gear, and program material maintenance storage and acquisition as required. The Program Assistant will be limited to two days per week with both in office and in community requirements.

#### Summary of Duties

This position provides program support to the Officers and the Coordinators within the program.

- Assist in building capacity within NAN First Nation Communities to improve awareness and sustainability of traditions, language and culture.
- Provide program and administrative support to the department in meetings, workplans, activities, workshops and training sessions and objectives.
- Initial point of contact with First Nations, First Nation organizations, government offices and partner organizations.
- Provide options and connect people with programs or information as needed and keep a contact list.
- Outreach to our 49 First Nations and develop, solidify, and maintain good working relationships.
- Collect and store department data in an efficient, organized, and confidential manner using SharePoint.
- Handle all department copy work, mail distribution, office supply ordering, and promotional goods ordering, faxing, and mailing.
- Support the NAN Chiefs-in-Assembly, and NAN activities as required.
- Attend and participate in de-brief meetings.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Input documentation as required through scanning for record keeping in SharePoint.
- Shop and track all purchases of supplies, meeting materials, gifts and gift cards.
- Collect routine data from communities, partners, Program Officers and Coordinators when required.
- Continuous update sub-committees' advisory groups and task teams' distribution lists.
- Complete all mandatory training assigned.
- Other duties as required.

## Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

## Cross Training:

- Assist with the onboarding of new staff. Act as a guiding role for basic questions within the organization and department.

## Competencies And Qualifications:

*Candidate must possess the following skills and attributes:*

### **Education:**

- College diploma or one year certificate of relevant education or related experience is preferred.

### **Experience:**

1 year of relevant experience working in an office environment is preferred.

### Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Must be able to respect confidentiality and make sound decisions.
- Position must be familiar with current community resources.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Basic knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- Some knowledge and interest in NAN communities, FN organizations and current events.
- Some knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anishininimowin or Ojibway) an asset

### Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

## Working Conditions:

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

## Financial Authority

This position has the authority to approve up to \$2,500.00.

## Accountability

This position is under the day-to-day supervision of the department Manager with further accountability to the Chief Administrative Officer for overall performance.