
JOB DESCRIPTION

Program Assistant **Health Policy and Advocacy**

Summary of Duties

This position provides program support to the Health Policy and Advocacy department.

- Provide program and administrative support to the department in meetings, workplans, activities, workshops and training sessions and objectives.
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange travel for staff in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing purchase orders, preparing cheque reqs, honorariums and submitting vendor payments.
 - Correspondence with internal and external partners that attend meetings, conferences etc.
 - Purchasing gifts
- 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.
- Qualified applicants who are members of a NAN First Nation will be given first consideration.

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.

Credentials:

Not Applicable

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 a 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 Director with further accountability to the Chief Administrative Officer for overall performance.