

JOB DESCRIPTION

Choose Life Program Assistant

Social Services Department

The Choose Life Program Assistant is integral to supporting the day-to-day administrative and program needs of the NAN Choose Life team. The role supports the team with communication, documentation, data organization, meeting and training preparation, outreach support, and general program tasks that assist with the delivery of Choose Life supports to NAN First Nations. This role involves collaboration within NAN and with communities, partners, and other contacts as required.

The Program Assistant position is **temporary full-time**, 35 hours per week, with both in-office and occasional in-community requirements. The contract end date is **September 4, 2026**.

Summary of Duties

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

- Provide administrative and program support to the Choose Life program, including support for meetings, workplans, activities, workshops, training sessions and program 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
- Handle department copy work, mail distribution, faxing, mailing, office supply ordering, and promotional goods ordering.
- Assist with purchasing and tracking supplies, meeting materials, gifts, and gift cards.
- Input and organize documentation through scanning and record keeping in SharePoint.
- Collect and store program data in an efficient, organized, and confidential manner using SharePoint.
- Collect routine data from communities, partners, and Coordinators when required.
- Assist with gathering program and resource information, support connections to appropriate contacts as needed, and maintain an up-to-date contact list.
- Support outreach to NAN's 49 First Nations by assisting with communication, information sharing, and maintaining positive working relationships.

- Maintain and update distribution list for Choose Life partners, sub-committees, advisory groups and task teams.
- Attend and participate in debrief meetings.
- Attend organizational meetings as requested and adhere to NAN policies, procedures, and protocols.
- Support the NAN Chiefs-in-Assembly and NAN activities as required.
- 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:

- N/A

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, Anishinimowin 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 Choose Life Manager with further accountability to the Chief Administrative Officer for overall performance.