



**miskanawah**  
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## **Administrative Assistant (temp)**

**Location:** 2340 – 1<sup>st</sup> Avenue NW/2335 – 30<sup>th</sup> Avenue NE  
**Position Type:** Full-time; **Contract – January 2025 to March 31, 2025**  
**Hours:** Monday-Friday  
**Program:** Administration/Human Resources

### **Position Summary:**

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions, and evidence-based practices in human services, to support vulnerable children, youth and families.

The Administrative Assistant supports the HR department by managing daily operations and ensuring the efficient execution of HR processes. This role involves maintaining employee records, assisting with recruitment and onboarding, handling employee queries, and ensuring compliance with company policies and legal requirements.

### **Responsibilities:**

- Organize and maintain paper and digital files
- Organize and maintain agency data, including HR, Finance, Communications contracts, etc.
- Participation on various agency committees
- Reception duties
- Other duties, as required

### **Skills and experiences:**

- Previous experience in an administrative role
- Strong organizational and time-management skills
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Office Suite
- High level of discretion and confidentiality

### **Requirements:**

- 2-3 years' experience in an administrative role
- Criminal Record Check



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- Open to working with diverse groups of individuals
- Ability to work effectively both independently and as part of a team
- Competency in Microsoft applications including Word, Excel and Outlook
- Strong people skills; friendly, energetic, calm under pressure
- Self-motivated, uses initiative, detail oriented
- Ability to exercise good judgment and maturity

We offer the opportunity to be part of a creative and positive work environment and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to [gstaffa@miskanawah.ca](mailto:gstaffa@miskanawah.ca) and reference "Administrative Assistant" in the subject line. We thank all applicants, but only those selected for interview will be contacted.