



Wakenagun CFDC, 12 Centre Road, P.O. Box 308 Moose Factory, ON P0L 1W0

## **Employment Opportunity:**

Position: Program Admin Assistant (PAA). Location: Timmins

Duration: Contract FT (subject to funding); Closing Date: February 14, 2025 (4:00PM EST)

### **Summary**

The PAA will carry out the day-to-day operations of the Corporation's business support activities (financial and non-financial). The PPA will also work with the ED and the Finance Officer to determine appropriate support for community economic development activities throughout the target communities.

### **General Duties & Responsibilities**

- Sending and submitting documents to relevant parties
- Scheduling appointments
- Maintaining client files and accounts
- Maintaining an inventory of office supplies and placing orders when necessary
- Updating file systems regularly (hard and e-copies)
- Assist staff with preparation for workshops/conferences/meetings.
- Supporting marketing and outreach: online listings, poster distribution, events, updating database, researching content for the website.
- Event planning, their daily task can also involve budgeting, managing contact lists, and organizing event logistics.
- Excellent written and verbal communication skills, tact, and diplomacy
- Strong organizational skills
- Ability to work independently as well as a team player
- Proven excellent organizational and administrative skills are also required to set priorities and expedite work assignments
- Ability to speak Cree is an asset
- Negotiation, problem-solving and attention to detail
- Ability to work well with others, as well as ability to self-motivate and work independently
- Strong time management skills, flexibility, and ability to work with short deadlines
- Comfortable with online meeting software, social media, and basic video editing
- Equivalent combination of education and experience will be accepted

### **Qualifications**

1. Post-Secondary education in business administration and/or employment experience in community economic development;
2. Experience in preparing and maintaining office files, handling administrative tasks, like data entry, record keeping and program budgeting.
3. Experience working in a Microsoft Office environment (including MS Outlook, Excel & Word).
4. Proof of full covid-19 vaccination required.
5. Must be willing to travel to the communities and have a valid driver's Ontario license

Detailed job description available on request. Send resume and cover letter to [info@wakenagun.ca](mailto:info@wakenagun.ca)

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