

- Monitor and document incoming mail and packages
- Monitor and document sign in/out sheets
- Send out weekly reminders to program team
- Other duties as may be assigned and applicable to the position

Education and Experience

- Experience working with sex workers or individuals engaged in prostitution
- Experience working with the homeless or street involved population in Ottawa
- Previous experience working in a social services environment is an asset
- Previous experience working with Inuit is a definite asset
- Previous experience assisting with grant applications and funding proposals an asset
- Diploma or degree in Business Administration, Office Management or Office Administration
- Some combination of a related certificate and experience may substitute for a diploma or degree
- Minimum three years of experience supporting management in an administrative capacity
- Certification for Safe Food Handling, CPR, Crisis Prevention and Intervention, Suicide Prevention and Intervention

Knowledge, Skills and Abilities

- Adept in preparing reports and briefings
- Excellent attention to detail, organizational and problem-solving skills
- Proficiency in the use of computers for word processing, spreadsheet design, e-mail and Internet
- Fluency in English is required. Fluency in Inuktitut is a definite asset
- Knowledge, respect and appreciation for Inuit culture and values and exemplifying Inuit Qaujimajatuqangit
- Provide a satisfactory police records check for the Vulnerable Sector and maintain it
- Proven good attendance record and able to maintain it to meet the program's needs
- Ability to handle and deescalate aggressive behavior and situations

Working Conditions

- The Administrative Assistant works in a comfortable office environment, with steady interaction with clients, staff, visitors and callers
- Portions of the work week involve assisting with mobile outreach activities
- Potential exposure to crisis and risk situations
- Occasional travel may be required

Deadline for applications is December 6, 2017

To apply, please submit your resume and cover letter to careers@tungasuvvingatinuit.ca

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The applicant hired for this position will be required to obtain a vulnerable sector police records check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.