

Job Title:	Executive Assistant Trainee	Travel Required:	No
Location:	Toronto Head Office	Position Type:	Full Time- Contract
Reports to:	Executive Director	Posting Expires:	Until filled
		Salary Range:	Miziwe Biik Hourly Rate for the applicable fiscal year

Organizational Overview:

Aboriginal Legal Services was established February 21, 1990. ALS was formed following a needs assessment by the Native Canadian Centre of Toronto. With approximately 75 dedicated employees, Aboriginal Legal Services is headquartered in Toronto and operates nearly a dozen satellite offices across Ontario. Over the years ALS has become a nationally recognized leader in the development of Indigenous-led justice programming and in test-case litigation. Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as understanding of the system and their options. The support required includes advocacy in all areas of the law as well as alternatives which can break the cycles of recidivism and dependency which is all too prevalent. These alternatives are more effective when they are community controlled and are based on the traditional cultural norms and values of the Indigenous community.

Position Summary:

The Executive Assistant Trainee provides administrative support to Directors and management, provides clerical support, and coordinates various office support functions under the direction of the Executive Director. This position is unionized.

Duties and responsibilities

- Handle administrative requests and queries from directors and management;
- Provide administrative assistance to other staff and managers as requested;
- Provide clerical support to management including word processing, binding of documents, filing, sending and receiving facsimiles, and shredding documents as requested;
- Plan and Coordinate online/in person meetings and events including but not limited to weekly smudges and staff meetings;
- Maintain and update various data listings, including but not limited to (board information, manager's scheduled absences, etc.);
- Preparing a variety of correspondences including memos, letters, reports, agendas and statistics;
- Take meeting minutes;
- Assist with board meeting preparations;
- Assist the legal department during their monthly administrative days of clean up and shred closed files;
- Register staff for conferences, training, and workshops as requested by directors and HR;
- Scanning documents for cloud document storage;
- Prepares and/or coordinates information for internal use and distribution;
- Assist in completing various funding applications, as requested;
- Assist Finance staff in maintaining financial records/filing system;
- Prepare mailing labels and labels for file folders;
- Act as a back-up receptionist when required (Please refer to receptionist profile to see full responsibilities);

- Other duties as assigned;

Qualifications

- Must be registered with Miziwe Biik and working with an Employment Counsellor
- Must reside within the GTA;
- Knowledge of Aboriginal community and issues
- Superior organizational skills and attention to detail
- Able to manage multiple tasks and projects effectively
- Excellent interpersonal skills with ability to interact and communicate with diverse community members and employees.
- Experience using MS Office (Excel, Word, Email) is an asset.

To apply:

To apply to this job posting please submit your cover letter and resume with “EXECUTIVE ASSISTANT TRAINEE” in the subject line to hrgeneral@aboriginallegal.ca or fax it to (416) 408-1568.

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request. To request accommodation, please email Nazaninn@aboriginallegal.ca. We would like to thank all applicants for their interest but only those selected for an interview will be contacted.