



ABORIGINAL LEGAL SERVICES  
*Gaa kina gwi waabamaa debwewin - All those who seek the truth*

<b>Job Title:</b>	Executive Assistant	<b>Travel Required:</b>	Moderate Travel, In-person work
<b>Location:</b>	Toronto	<b>Position Type:</b>	Full-Time, 1-year contract
<b>Reports to:</b>	Executive Director	<b>Posting Expires:</b>	November 10 <sup>th</sup> , 2023
		<b>Salary</b>	\$50,000

### Organizational Overview:

Aboriginal Legal Services was established on 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 out of 211 Yonge St 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 test-case litigation. This is a unionized position.

### Principles and Beliefs:

Indigenous People require equitable treatment in the justice system, access to the legal and related resources within the justice system, as well as an understanding of the system and their options.

The support required includes advocacy in all areas of the law as well as alternatives that 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.

### Job Summary

Aboriginal Legal Services (ALS) is seeking an experienced Executive Assistant to provide critical administrative support to senior management. This role involves a wide range of responsibilities, including clerical tasks, event coordination, data management, and maintaining confidentiality. Your commitment to upholding confidentiality, combined with your willingness to take initiative, will be instrumental in ensuring the seamless operation of our organization. Join ALS in making a meaningful impact on our mission and values.

### Duties and responsibilities

- **Administrative Support:** Handle administrative requests and queries from the Executive Director, providing timely and effective assistance;
- **Team Assistance:** Extend administrative support to other Senior Managers as requested, fostering a collaborative work environment;
- **Clerical Tasks:** Provide clerical support to the Executive Director, including research, drafting emails and letters, word processing, document binding, filing, sending and receiving facsimiles, and more;
- **Meeting Coordination:** Plan and coordinate both online and in-person meetings and events, such as weekly smudges, staff meetings, and wellness initiatives, ensuring smooth logistics;
- **Data Management:** Maintain and update various data listings, including board information, manager's in-person schedules, and other pertinent data;
- **Correspondence:** Prepare a variety of correspondences, including memos, letters, reports, agendas, and statistical documents, ensuring accuracy and professionalism;

- **Meeting Minutes:** Attend meetings and take detailed meeting minutes, capturing important discussions and action items;
- **Board Meeting Support:** Assist with preparations for board meetings, ensuring materials are organized and distributed as required;
- **Event Registration:** Register staff or managers for conferences, training, and workshops and coordinate the travel logistics as requested by directors and HR, ensuring timely enrollment and participation. This may include accompanying senior management to events that require travel;
- **ALS e-News Letter:** Support the Executive Director in the routine work of the ALS e-newsletter, including managing the email distribution list, curating content, providing updates, and other related tasks to ensure smooth process;
- **Document Management:** Scan documents for cloud document storage, contributing to efficient data management;
- **Internal Information:** Prepare and/or coordinate information for internal use and distribution, ensuring everyone is aligned with goals and objectives and parties have access to necessary information;
- **Funding Applications:** Assist in completing various funding applications as requested, adhering to guidelines and deadlines;
- **Financial Records:** Collaborate with Finance staff in maintaining financial records and the filing system, ensuring accuracy and organization;
- **Mailing and Labeling:** Prepare mailing labels for file folders, cheques, and letters, facilitating effective document management and the mailing process;
- **Reception Backup:** Act as a backup receptionist when required, fulfilling receptionist responsibilities as needed;
- **Ad Hoc Duties:** Undertake any other duties as assigned, contributing to the overall efficiency and success of ALS;

#### Qualifications

- A degree or diploma in a related field is an asset but not mandatory. Prior experience and dedication are of paramount importance for this role;
- Knowledge of the Aboriginal community and issues is crucial for effective support;
- Superior organizational skills, attention to detail, and the ability to manage multiple tasks and projects effectively are essential;
- Excellent interpersonal skills are required, along with the ability to interact and communicate effectively with diverse community members and employees;
- Experience using MS Office (Excel, Word, Email) is an asset;
- Ability to maintain confidentiality is vital in this role;
- Flexibility to accompany senior management in conferences, seminars, and events that require travel;

#### To apply:

**Applicants who self-identify as Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process**

To apply to this job posting please submit your cover letter and resume with “Executive Assistant” in the subject line to [hrgeneral@aboriginallegal.ca](mailto:hrgeneral@aboriginallegal.ca) or fax it to (416) 408-1568 by no later than **5 pm on November 10<sup>th</sup>, 2023**. 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](mailto:Nazaninn@aboriginallegal.ca).

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

**Aboriginal Legal Services**