



Administrative Assistant - Partnerships and Policy

Permanent Full time

Are you an experienced Administrative Assistant who is looking to build on your strong track record of effective departmental operations and administration, with an opportunity to make a real difference in the lives of Indigenous people within a strengths-based environment?

If so, let's talk!

Organization Description

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in mental wellness. Our mandate is set by three frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations People in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support our mandate, Thunderbird has two office locations, one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario.

Your opportunity

- As a Thunderbird Partnership Foundation Administrative Assistant, you will be responsible to support the effective operation and administrative needs of the Chief Executive Officer and Board of Directors within a fast paced First Nations organization. You will also provide administrative support services for the Policy and Partnerships team.
- You will join a team like yourself, dedicated to performing work that has real value and meaning in the lives of others.
- You will apply your experience, skills, talents, and passion for the benefit of others while learning from the expertise of your wellness focused team.
- You will enjoy the satisfaction that comes from knowing that your work is much more than just a job.
- You will work with staff who are kind, supportive, encouraging and caring.

As the Thunderbird Partnership Foundation Administrative Assistant, you will

- assist with the efficient operation of administrative duties which includes completing a variety of tasks involving the knowledge of office protocol and an understanding of the organization, programs, and services related to the work of Thunderbird Partnership Foundation; and
- support organizational communication, information management and coordination, event and project management, operational support, and data entry.

Job Requirements

Four-year degree and at least one year of administration experience

OR

Business administration diploma and two years of relevant experience

- Knowledge of a First Nations language and culture is a definite asset
- Excellent communications skills, both verbal and written
- Able to function in a computerized environment with a proficiency in Microsoft Office including Excel, Word, and PowerPoint
- Must be able to work with a variety of digital tools for project management, files storage and sharing, meetings (audio/visual), teleconference calls
- Excellent typing skills as well as an ability to take minutes and transcribe meetings
- Good interpersonal skills that include general courtesy in answering telephones, greeting visitors, and directing people
- High level of professionalism and able to always maintain confidentiality
- Must be very organized and be able to multi-task while maintaining efficiency and accuracy
- Able to attend work locations not accessible by public transit



If this sounds like the right fit for you, please email your **resume and cover letter** for confidential consideration.

Thunderbird Partnership Foundation (NNAPF)
22361 Austin Line
Bothwell, ON N0P 1C0

Email: resumes@nnapf.com

Closing: Open until filled.

We value the importance of diversity and dignity in the workplace and are committed to developing inclusive, barrier-free recruitment and selection processes and work environments.

If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest; however, only those candidates who are selected for an interview will be contacted.

To request a full job description, please contact: Annette Howlett at ahowlett@thunderbirdpf.org