

The Algonquins of Ontario (AOO) is seeking an Office Assistant to provide administrative, organizational, and procedural support for its day-to-day operations.

Position Title:	Office Assistant
Reports to:	Executive Director or Designate
Location:	Pembroke, Ontario, Canada
Salary:	\$30,030– \$37,977 per annum
Benefits:	Competitive benefits package including Group Medical Plan and generous vacation and working hours.
Position Type:	Full-Time

Opportunity Summary

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

Working with the Algonquins of Ontario (AOO) provides an exceptional and rewarding opportunity for any person who seeks a complex, dynamic environment while contributing to the process of rebuilding and revitalization of the Algonquin Nation.

The role offers the opportunity to work alongside and support the leadership group of the AOO, as well as other guests, consultants and the public depending on the support required.

This position also offers the unique and groundbreaking opportunity to be part of a team that is supporting the AOO in the historic negotiations of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

Position Responsibilities

The following summarizes the responsibilities of the position:

Administrative Support:

- Acts as first point of contact and provide general information to staff, Algonquin Negotiating Representatives (ANRs), consultants, guests, and the public in relation to their questions, concerns or suggestions.
- General reception duties: answering telephone inquiries, redirecting telephone calls and relaying messages.

- Provide overall administrative support to the Executive Director, the Office Administrator, Consultation Administrator and other staff.
- Welcome new staff to the AOO Consultation Office and provide training support and assistance with business systems and processes.
- Maintain a high level of confidentiality in all interactions and when handling and processing information.

Meetings and Events Support:

- Support the scheduling and confirmation of appointments, meetings and conferences for AOO Consultation Office staff and Algonquin Negotiating Representatives (ANRs)
- Support the logistical aspects of weekly meetings, seminars, workshops, and events, including the periodic management of bookings with various offsite venues throughout the AOO Settlement Area.
- Order food and refreshments for meetings and events, liaising with caterers and suppliers.
- Stock food and refreshment items in the kitchen for daily meeting and event activity.
- Photocopy and organize documents for binding, distribution, mailing and filing in advance of meetings and events. Proofread documents and correct as necessary.

Mail Administration:

- Administer and manage a high volume of inbound and outbound mail (email, regular post, and courier), including consultation documents, packages, newspapers, and other correspondence.

File Data Management:

- Organize and maintain physical and electronic files for office records, correspondence, and consultation files with high attention to detail and high level of accuracy.
- Maintain complex databases for electronic document archives.
- Compile, verify accuracy of, and sort information according to priorities to prepare source data for entry into archival software.
- Input text and numerical based information from source materials into archival database software, ensuring the highest level of accuracy.

Your Qualifications

- Recognized post-secondary diploma (2 years) in Office or Business Administration.
- 1-2 years experience in a similar role.

Your Skills

- Communication: This position requires exchange of information with other employees of the organization. Exchange of information with outside contacts is required as directed by immediate supervisor and position requirements.
- Algonquin Negotiation Representatives Communication: Occasional communication is required with Algonquin Negotiation Representatives, that is approved or directed by the immediate supervisor. Communication is mostly limited to directing visitors or phone calls to the appropriate staff member.

- Problem Solving Skills: Problems or situations are straightforward and have minimal impact. Variations in problems are usually limited. Recommend solutions or solve problems by using standard procedures and applying well-defined processes.
- Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the Algonquin Negotiating Representatives (ANRs) and other external parties.
- Superior telephone manners and interpersonal and customer service skills.
- Superior ability to positively interact with others using sensitivity, tact, diplomacy and professionalism.
- Strong organizational and time management skills.
- Strong communication skills including listening, speaking and writing.
- Strong grasp of archival database software.
- Advanced skills in the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and Access).
- Proficient with inputting and managing archival data and electronic filing systems.
- Ability to adapt to new technology.
- Ability to prioritize and manage conflicting demands.
- Ability to take direction and implement procedures.
- Ability to respond quickly in a dynamic, fast-paced, and changing environment.
- Ability to work independently and in a team environment.
- Must perform all functions in such a manner that ensures complete confidentiality of the AOO privacy entitlements.
- Must be able to lift up to 20 kg (44 lbs.).
- Must hold a valid G Class Driver's Licence and ability to travel.

More about the AOO

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi¹ and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiate a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the *Constitution Act, 1982*.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

¹ *The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as "Kichisipi", "Kichissippi", "Kitchissippi" and "Kichissippi"*

The Teachings of the Seven Grandfathers

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjìyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.
- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgìhidiwin: Love:** To know Love is to know peace.
- **Tebwewin: Truth:** Truth is to know all of these things.

Qualified candidates are invited to submit their resume and a letter of introduction by close of business on September 17th, 2020 to recruitment@tanakiwin.com.

When applying please ensure to list the position(s) you are applying for in the title of the email.

Please note that the AOO have obtained the services of an external organization to support this recruitment process and no applications will be accepted by the AOO Consultation Office. Only applicants who apply to the above email address will be considered for the position.

For members of our Algonquin communities we ask that you please identify which community you are connected to in your cover letter.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.