

EMPLOYMENT OPPORTUNITY - NATIVE FRIENDSHIP CENTRE OF MONTREAL INC.

POSITION: EXECUTIVE ASSISTANT

TIME COMMITMENT: Full-time (37.5 hrs.)
BASE COMPENSATION: \$30.00/ hr (\$58,500.00 annual)
DIRECT SUPERVISOR: Manager of Operations



JOB SUMMARY

Under the supervision of the Manager of Operations, the Executive Assistant is responsible for providing comprehensive administrative and support services to the management team with minimal supervision. Acting as the primary point of contact for internal and external stakeholders on matters related to the Administrative Team, they may also be delegated as a representative of the organization when needed. The Executive Assistant must be able to work independently, manage multiple priorities under pressure, and handle sensitive and confidential matters with discretion.

QUALIFICATIONS

- College or university diploma in administration, management, or a related field; or a combination of education and experience in a similar role;
- Strong organizational and time management skills, with the ability to prioritize multiple tasks seamlessly and maintain excellent attention to detail;
- Strong interpersonal skills and the ability to build relationships with staff, board members, external partners, and donors;
- Proven ability to handle confidential information with discretion, manage competing priorities, and uphold high standards of professionalism;
- Proactive problem-solving approach with strong decision-making skills;
- Proficiency in Google Workspace, Microsoft Office, and general technology aptitude;
- Strong sense of diplomacy, tact, and sound judgment;
- First Aid, CPR or ASIST certification (an asset);
- Experience in non-profit organization and/or unionized environments (an asset);
- Expert level written and verbal communication skills;
- Professionally proficient in both English and French languages; Indigenous language is a strong asset;
- Culturally-competent regarding the values, traditions and belief systems of Indigenous peoples is a strong asset.

RESPONSIBILITIES

- Perform a wide range of complex and confidential administrative and support tasks independently;
- Provide administrative and operational support to the management team, including reporting, meeting scheduling, event planning, and travel arrangements;
- Complete a broad variety of administrative tasks with a hands-on approach, ensuring effective communication and execution of deliverables;
- Draft and distribute internal communications, memos, and notices to facilitate clear and timely information sharing across departments;
- Record and distribute meeting minutes, ensuring action items are documented and followed up on;
- Build and maintain relationships crucial to the organization's success; manage special projects with organizational impact as needed;
- Ensure compliance with bylaws, policies, and regulations related to board and committee matters;
- Receive and direct phone calls, emails, social media messages, and in-person inquiries to the appropriate administrative team members;
- Implement and maintain filing systems that ensure confidentiality, accessibility, and compliance;
- Maintain organized records and internal controls;
- Update and manage membership, supplier, and distribution lists;
- Collaborate in office supply inventory management with the Manager of Operations;
- Organize and prepare meeting agendas and administrative packages for the Board of Directors and staff;
- Support new employee onboarding by preparing welcome materials and coordinating orientation meetings with leadership;
- Perform other duties as assigned by the delegated supervisor.

BENEFITS

- Group Insurance (health coverage, disability and life insurance);
- Pension plan contribution;
- 18 wellness days, 6 cultural days and 10 days during our annual winter closure;
- Paid lunch.

PLEASE SEND YOUR COVER LETTER AND RESUME TO: HR@NFCM.ORG

DEADLINE: April 20th

Only successful candidates will be contacted.

Preference will be given to Indigenous (First Nations, Inuit and Métis) applicants.