



Kinnoomaadziwin Education Body
Employment Opportunity
Master Education Agreement (MEA) Executive Assistant
Job Type: Full-Time, Permanent

SUMMARY

The Master Education Agreement (MEA) Executive Assistant reports to the Multi-Year Action Plan (MYAP) Manager for the Kinnoomaadziwin Education Body (KEB). The successful applicant will be primarily responsible for overseeing the administration of the committees and working groups. The MEA Executive Assistant will work closely with the MYAP Manager, the committee co-chairs, and other program partners. This position supports the implementation of the MEA and the MYAP, as well as the strategic plan of the KEB.

DUTIES AND RESPONSIBILITIES

- Become familiarized with and be guided by the MEA and the MYAP.
- Manage and maintain committee and working group project files (document management).
- Ensure the required scheduling and communications for the following committees and groups:
 - Joint Master Education Agreement Committee (JMEAC)
 - Technical Table
 - Data Research and Evaluation Committee (DREC)
 - Special Education Committee (SEC)
 - Regional Education Council Coordinator and Education Officer (RECC-EO)
 - Other committees and groups, as required
- Communicate with the committee and working group co-chairs to prepare meeting agendas, meeting minutes, meeting materials, and action lists for distribution to all committee members.
- Set up and operate technical support for meetings (Microsoft Teams, OneDrive).
- Record meeting minutes electronically.
- Support document editing and maintenance for the committees, as needed.
- Develop and maintain instructional documents, templates and forms that enhance the overall operation of the MEA Committees, as needed.
- Provide technical and administrative support for various events and meetings related to the MEA.
- Work in collaboration with the KEB's MYAP Manager, providing administrative support as needed.

As required by the MYAP Manager, the MEA Executive Assistant will perform other duties.

THE REQUIREMENTS

Essential Qualifications

- Minimum three years of experience in administrative support or executive assistance
- Strong knowledge of Indigenous communities and Indigenous education
- Ability to develop and maintain effective working relationships with committee members, First Nation representatives, education partners and staff
- Excellent written and verbal communications skills
- Excellent organizational and office management skills
- Ability to coordinate multiple tasks and meet deadlines in a busy work environment
- Proven computer literacy (Microsoft Suite, OneDrive, Microsoft Teams, Adobe, etc.)
- Strong interpersonal skills
- Dependability and reliability

- Adaptability to changing circumstances
- Valid driver's licence and a satisfactory criminal records check
- Ability to travel

Preferred Qualifications

- Diploma or certificate in the field of office administration
- Experience working with provincial government partners and representatives
- Ability to speak Anishinaabemowin or willingness to learn
- Creativity and innovation

HOURS OF WORK

The hours of employment will be between 8:30 am and 4:30 pm. The nature of this position is such that some overtime with notice may be required and possibly work on weekends or during the evenings.

LOCATION

The KEB head office is located in Nipissing First Nation, however, this is a remote position. Details of the location and office will be dependent on the successful applicant, pursuant to the KEB policies.

SALARY

To commensurate with experience and education, in accordance with the KEB's Compensation Policy.

CLOSING DATE

Applications for this position will be accepted until **4:30 p.m. on Friday, March 24, 2023.**

APPLICATIONS

Please submit your resume, cover letter, and three references to:

Kyesha Fong
Human Resources Officer
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan
North Bay, ON P1B 8G5
kyesha.fong@a-e-s.ca
705-845-3634 ext. 202

*Preference will be given to members of the [Participating First Nations](#) or those of Indigenous ancestry.
Only applicants selected for an interview will be contacted.*