



**Ontario Aboriginal
Head Start Association**

**Ontario Aboriginal Head Start Association's
Centre for Indigenous Professional Learning**

EMPLOYMENT OPPORTUNITY

Administrative Assistant (contract)

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| Title: | Administrative Assistant |
| Reports to: | Provincial Manager |
| Term: | Full-time |
| Contract: | to March 31, 2026 with possibility of extension |
| Hours: | 40 hours per week (flexibility required) |
| Location: | Ohsweken, ON (head office) |
| Type: | Hybrid (remote and onsite required) |
| Salary Range: | \$47,840 – \$52,000 annually (commensurate with experience) |
| Closing Date: | Friday, November 28, 2025, at 4:00 p.m. |

About the Centre for Indigenous Professional Learning

The Centre for Indigenous Professional Learning, under the Ontario Aboriginal Head Start Association (OAHS), provides professional learning supports across Ontario. The Centre promotes culturally grounded and high-quality Indigenous early years and child care programs through training, resource sharing, and community connections. Our mandate includes supporting First Nations, Inuit, and Métis communities and organizations both on- and off-reserve across all regions of the province.

Position Summary

The Administrative Assistant will provide a wide range of administrative, clerical, and coordination support to the Centre for Indigenous Professional Learning. This includes scheduling meetings, preparing correspondence and reports, maintaining records, supporting project logistics, and assisting with communications and professional development initiatives. The ideal candidate will be highly organized, detail-oriented, and comfortable working in a fast-paced, culturally grounded environment.

Key Responsibilities

- Provide administrative support to the Centre's operations and the Provincial Manager.
- Draft, review, and edit time-sensitive correspondence, documents, and presentations.
- Take and transcribe meeting minutes with accuracy and confidentiality.

- Coordinate meetings, workshops, and events including logistics, travel, and catering.
- May be required to travel to various locations in the province to support training needs and/or meeting logistics.
- Maintain appointment calendars and coordinate schedules for staff and committees.
- Manage and log incoming and outgoing mail, calls, and emails, ensuring timely follow-up.
- Maintain and update the Centre's website and digital communications.
- Prepare and format reports, briefing notes, and meeting packages.
- Organize and maintain both electronic and hard-copy filing systems in accordance with confidentiality standards.
- Review and process invoices, expense reports, assists with processing and depositing incoming cheques and other financial documentation according to policy.
- Maintain office supply inventory and place orders as needed.
- Track correspondence, action items, and project timelines to ensure deadlines are met.
- Assist with onboarding and orientation of new staff, including file setup and administrative coordination.
- Research and assist with proposals, reports, data collection, and resource materials.
- Update and maintain contact lists, databases, and distribution lists.
- Liaise with internal and external partners, community organizations, and vendors as required.
- Maintain confidentiality and professionalism in all interactions.
- Follow all organizational policies and procedures and relevant legislation.
- Submit bi-weekly timesheets and assist with payroll documentation.
- Provide additional administrative and coordination support as required.

Qualifications

- Post-secondary diploma in business administration, office management, or a related field.
- Minimum of three (3) years' experience in a similar administrative or office coordination role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) and digital collaboration tools.
- Strong written and verbal communication skills.
- Demonstrated ability to multitask, prioritize, and meet deadlines.

- Knowledge and respect for First Nations, Inuit, and Métis cultures, languages, and traditions.
- Understanding of historical and intergenerational trauma impacting Indigenous peoples.
- Clear Criminal Records Check required prior to start of employment, at individuals' cost.
- Ability to travel occasionally and work flexible hours as needed.

Application Instructions

Qualified applicants are invited to submit a cover letter, resume, and two professional references by **Friday, November 28, 2025, at 4:00 p.m.**

Send application to: careers@oahsa.ca

Subject Line: Administrative Assistant – Centre for Indigenous Professional Learning

OAHSA is committed to employment equity and encourages applications from qualified First Nations, Inuit, and Métis individuals. We thank all applicants for their interest; however, only those selected for an interview will be contacted.