



# Coalition of Hamilton Indigenous Leadership

Improving Indigenous services.  
Advancing Indigenous voices.

## ADMINISTRATIVE ASSISTANT

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**Our Mission** is to decrease barriers and increase equitable access to services and programs for Indigenous community members of Hamilton.

**Our Vision** is a vibrant, healthy, inclusive, and culturally safe community.

**Our Values** are informed by the Seven Grandfather Teachings as we strive to live and work with Ka'nikonhrí:yo (the Haudenosaunee concept of the "Good Mind").

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## JOB DESCRIPTION

### Role & Purpose

The Administrative Assistant supports the day-to-day operations of the organization by providing administrative support across programs and teams. This entry-level, part-time role helps ensure the smooth functioning of office activities by assisting with scheduling, document preparation, data entry, communication, and general office organization. The Administrative Assistant is also required to maintain confidentiality and professionally interact with employees, management, and the public. Other duties shall be assigned as necessary.

## COMPENSATION

**Start Date** Open until filled; April 2026 – March 2027  
**Pay** \$20/hr  
**Hours** Up to 15 hours per week; part-time

## **DUTIES & RESPONSIBILITIES**

- Provide administrative support to staff and leadership
- Schedule and coordinate meetings, gatherings, and calendars
- Prepare, format, and organize documents, reports and correspondence
- Perform data entry and maintain accurate and secure records and filing (digital and physical)
- Monitor, document, and respond to email and phone inquiries
- Assist with organizing meetings, including preparing materials and taking notes/minutes
- Support basic financial administration (e.g., scanning and entering receipts, processing invoices, documenting expenses, etc.)
- Assist with event coordination (such as Board meetings)
- Other administrative tasks as identified

### **Qualifications**

- Post-secondary Administrator Program and/or a relevant combination of education and experience
- Excellent use of computer software/Microsoft apps, Word, Excel, Outlook, PowerPoint, etc.
- Firm knowledge of office administration practices and procedures
- Strong communication skills - written and verbal
- Professional interpersonal and problem-solving skills
- Ability to prioritize and organize tasks to work effectively with minimal supervision
- Demonstrated knowledge of Indigenous culture, traditions and language
- Demonstrated ability in working with Indigenous people, communities and organizations
- Ability to speak an Indigenous language a definite asset

### **Work Environment**

- CHIL operates a hybrid work environment. The selected candidate will have the opportunity to work from home but must be able to work regularly from the CHIL office in Hamilton.
  - Be willing to travel. Will have to attend meetings along with other senior staff.
  - Be willing to work on the occasional weekend and/or after hours as required.
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**About the Coalition of Hamilton Indigenous Leadership:**

CHIL is a collaborative of Indigenous organizational leaders, founded on respect and wisdom. We are a funding flow-through agency that receives federal, provincial, and municipal funds to support strategic, city-wide planning that helps Indigenous peoples thrive in Hamilton.

We respond to the needs of the Indigenous community by supporting our member agencies, including the Hamilton Regional Indian Centre, De dwa da dehs Nye>s Aboriginal Health Centre, Sacajawea Non-Profit Homes Inc., Native Women's Centre, NPAAMB – Indigenous Youth Employment & Training and the Ontario Aboriginal Housing Services Inc.

CHIL's hiring preference will be given to qualified Indigenous candidates in accordance with Section 17(1) of the Canadian Human Rights Act and Section 7 of the Employment.

First Nations, Inuit, and Metis candidates will be given priority; please self-identify.

To learn more about CHIL, please visit: [www.chileadership.com](http://www.chileadership.com)