



LET'S CREATE THE FUTURE

JOIN OUR TEAM

NPAAMB Indigenous Youth Employment & Training
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Senior Management Administrative Assistant

JOB DESCRIPTION

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| Position Level: Administrative Support | Department: Executive Office |
| Location: All NPAAMB locations (primary duties based at head office) | Starting Salary Range: \$46,980.00 - \$52,479.00 Salary Range: \$46, 980.00 - \$57,477.00 |
| Reports to: Executive Director | Application Deadline: April 11, 2025 |
| Created by/Date: Jason Shawana, 04/01/2025 | Approved by/Date: 04/01/2025 |

COMPANY OVERVIEW

Organization Overview

Established in 1992, NPAAMB Indigenous Youth Employment & Training is a not-for-profit organization with a primary mandate to provide employment and training solutions that prepare self-identifying urban Indigenous youth for a successful transition into the labour market. We seek to enhance the quality of life for our clients through demand-driven and culturally appropriate employment and training supports. It is our goal to build opportunities reflecting community needs responsive to labour market trends, while promoting paths of leadership for our clients.

Mission

NPAAMB provides skills development and training opportunities for urban Indigenous youth in Southern Ontario. We attract, develop, and motivate young Indigenous talent by respecting their diverse cultural identities and working closely with the communities we serve.

Vision

The urban Indigenous youth we serve will have increased confidence, self-esteem, and leadership abilities. They will develop skills and a strong attachment to the workforce that will make them more employable and provide them with greater stability. NPAAMB will be a leader in supporting our youth as they transform into leaders contributing to their communities.

NPAAMB Values

Collaboration

We believe it takes daily teamwork and partnership to achieve our goals. We have a compelling desire to improve for the coming generations.

Integrity

We provide the highest standard of excellence in all that we do. We are open, ethical, fair, and respect diversity as essential to our success.

Honesty

We strive to conduct our work, behaviours, and interactions with other with full disclosure, transparency, and power of choice.

Respect

We treat ourselves and others with dignity and compassion and commit to the demonstration of both in every encounter.

Accountability

We strive to do the best we can do and hold ourselves accountable for process and result.

Humility

We are committed to performing our duties as a youth-serving organization with humility and grace. We recognize and acknowledge that we are stewards of our environment and the organization.

Position Overview

The Senior Management Administrative Assistant provides comprehensive administrative support to the Executive Director as a priority, and additionally to the Director of Administration, Director of Finance, and Director of Programs and Services. This key administrative role ensures executive-level support is delivered with the utmost professionalism, discretion, and cultural respect.

The position requires a high degree of organization, initiative, attention to detail, and the ability to manage multiple competing priorities. The Senior Management Administrative Assistant works closely with internal and external



DUTIES AND RESPONSIBILITIES

- Provide confidential administrative support to the Executive Director, including calendar management, meeting coordination, and preparation of documents and correspondence.
- Support Directors (Administration, Finance, and Programs & Services) with scheduling, minute-taking, administrative follow-up, and logistics as required.
- Prepare reports, memos, briefing materials, presentations, and correspondence for internal and external use.
- Schedule and coordinate meetings, conferences, and travel arrangements for senior management.
- Support the planning and coordination of Board of Directors meetings, including preparation and distribution of agendas, minutes, and materials.
- Liaise with internal staff, community partners, funders, and stakeholders on behalf of the Executive Director and senior leadership.
- Maintain organized filing systems and ensure timely flow of information across departments.
- Support special projects and initiatives led by the senior management team.
- Coordinate follow-up on action items from leadership meetings and ensure timely completion.
- Maintain confidentiality and professionalism in all matters relating to leadership and organizational operations.
- Support the creation and formatting of presentations and strategic planning documents.
- Attend meetings as a notetaker and distribute action items, where requested.



EDUCATION & QUALIFICATIONS

- Diploma or certificate in Office Administration, Executive Assistant Studies, or related field; equivalent experience considered.
- Minimum three years of administrative experience, preferably in an executive or senior leadership support role.
- Previous experience in a not-for-profit or Indigenous-serving organization is an asset.
- Strong understanding of Indigenous cultures, values, and community dynamics.
- Valid driver's license and access to reliable transportation.



REQUIRED SKILLS

- Exceptional organizational and time management skills.
- High level of discretion and confidentiality.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and cultural sensitivity.
- Ability to multitask, prioritize competing demands, and meet tight deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and virtual meeting platforms.
- Capable of working independently and collaboratively within a team setting.
- Comfort with scheduling software, project tracking tools, and virtual file management.
- Proven experience supporting senior leadership and managing complex calendars and logistics.
- WHMIS, First Aid, and CPR considered assets.



WORKING CONDITIONS

- Full-time, Monday to Friday, 8:30 am – 4:30 pm, with occasional evening or weekend responsibilities.
- Travel between NPAAMB catchment areas required.
- Fast-paced, dynamic program environment with opportunities for innovation.



BENEFITS

- Eligible for comprehensive benefits package
- Eligible for group pension plan
- Access to Employee and Family Assistance Program (EFAP)
- Progression and development opportunities
- Access to cultural days