



**JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL TIME TWO YEAR TERM HIRE
(APRIL 2023 – MARCH 2025)
W/POSSIBILITY OF PERMANENCY
JORDAN'S PRINCIPLE
DEPARTMENT OF HEALTH**

SALARY LEVEL: CL10 ST 3 \$40,799.30

DEADLINE TO APPLY: APRIL 11, 2023 BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Jordan's Principle Program Manager, in the Department of Health Administration, the incumbent is responsible for providing administrative support to Jordan's Principle financial obligations; and administrative functions in order to ensure effective, efficient and accurate financial and administrative operations for Mohawk Council of Akwesasne Jordan's Principle for First Nations children, in collaboration with funding partners.

QUALIFICATIONS:

- 2-year College Diploma in Business Administration and;
- 2 years of related work experience in Health or Social Services

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0