



Canadian Aboriginal AIDS Network  
Réseau Canadien Autochtone Du SIDA  
Dialogue.Research. Programs.Policy Development

## **Canadian Aboriginal AIDS Network Job Posting: Executive Administrative Assistant**

The Canadian Aboriginal AIDS Network (CAAN) provides a National forum for Indigenous People to holistically address HIV and AIDS, HCV, STBBIs, TB, Mental Health and related co-morbidity issues; promotes a Social Determinants of Health framework through advocacy; and provides accurate and up to date resources on these issues in a culturally relevant manner for Indigenous Peoples wherever they reside.

**Location:** Fort Qu'Appelle, SK

**Job Salary:** \$45,000 - \$50,000 depending on experience and skills.

### **Executive Administrative Assistant**

Accountable to the Chief Executive Officer (CEO), the Executive Administrative Assistant participates as an integral member of the team and performs duties in accordance with the mandate and priorities of the organization. The Executive Administrative Assistant assists and supports the CEO and management in carrying out their duties and mandate by providing a wide range of complex and confidential support functions, including but not limited to:

- Supports successful implementation of all work plan-related administrative tasks and activities, consistent with CAAN objectives and direction,
- Serves as a key administrative contact and liaison with other CAAN members, individuals, and external institutions for the CEO and directly assists in resolving concerns, issues, and challenges related to administration.
- Provides general accounting support with finance and bookkeeping services, overall office duties and mail support,
- Supports the administration, preparation, and distribution of reports, briefs, meeting minutes and all other types of internal and external documents and correspondence, including central records,
- Supports in creation of special reports and summaries for reporting.
- Provides a broad range of communications support for the executive team, including writing, editing, word processing, faxing, emailing, and filing, managing schedules/calendars, making travel arrangements, handling telephone communications, handling inquiries and overseeing CAAN policies and procedures,
- Organizes and coordinates the logistics of meetings, schedules, and press conferences for the CEO, including centralized records that require periodic and/or ongoing attention by senior management such as employee performance reviews and contractual matters,
- Facilitates and follows up on issues related to meetings, initiatives, and other activities,

- Works closely with and supports the executive team on special initiatives, including annual general meetings, conferences, and meetings,
- Manage email account creation for new staff,
- Maintain membership list and invoice organizations for membership fees, track payments, and annual review/check in with individual members; and,
- All other duties as required of this position.

***Qualifications, Knowledge, Experience, Skills & Abilities:***

- A degree, diploma, or certificate in administration with a minimum of three (3) years' experience in an executive support capacity, or an equivalent combination of education and experience,
- Possess a strong background, knowledge, and experience of Indigenous organizations, communities, and traditions, and understand CAAN's mandate and goals,
- Possess strong interpersonal skills and the ability to work effectively with a wide range of individuals and internal and external stakeholders,
- Possess and maintain superb verbal and written communication skills with an ability to communicate complex information and capability for drafting and editing a variety of written materials,
- Excellent relationship building and conflict resolution skills with an ability to interact and work effectively with senior level individuals,
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, initiative, and flexibility,
- Possess and apply strong organizational, coordination, and problem-solving skills,
- Able and willing to travel and/or work outside normal office hours, including evenings and weekends,
- Ability to work independently and expeditiously under tight timeframes and competing priorities; and,
- Possess a superior level of computer literacy, proficiency in using Microsoft Office365, and web-based applications including search engines and tools.

**To apply:** Please email a cover letter and resume to [Colemank@caan.ca](mailto:Colemank@caan.ca). Please address your cover letter to Margaret Kisikaw Piyesis, CEO. No phone calls please. Application Deadline: April 30, 2021.