



# 2-SPIRITED PEOPLE OF THE 1<sup>st</sup> NATIONS

## FULL TIME CONTRACT EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for Two-spirit, including First Nations, Métis and Inuit living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent Two-spirit community in Toronto where HIV infections are rare and Two-spirit people live with pride in their Indigenous heritage.

### **Executive Assistant**

**Position: Executive Assistant**

**Status: Contract until March 31, 2024**

**Hours: 35 hours/week**

**Salary: \$25 per hour**

**Date Posted: August 23, 2023**

**Closing Date: September 16, 2023**

### **Position Description:**

The Executive Assistant will be responsible for managing the schedules and communications of the Executive Director and management team at 2-Spirited People of the 1<sup>st</sup> Nations.

### **Essential Duties and Responsibilities:**

- Support Executive Director in day to day tasks when needed
- Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with participants, community members, committee members, 2-Spirits staff, stakeholders, networks, and others.
- The position requires respect for, and expertise working with people who face barriers to housing, and/or who experience one or many of the following: mental and physical health challenges, substance use, trauma, social isolation, immigration, unemployment /underemployment, and history with the criminal justice system.

- Provide administrative support for the pilot and organization Director's; including but not limited to coordination of meetings, email correspondence, and phone line support.
- Detailed calendar management skills in Outlook while coordinating virtual meetings via Zoom and in-person as necessary.
- Support the creation of reports, document proofing, scanning, and filling ensuring to meet deadlines.
- Diligently responding to phone, email and in-person inquiries - both to community members and team members.
- Preparing sensitive documents and correspondence with a high level of accuracy, security, and attention to detail.
- Various administrative duties such as filing, record keeping, data entry, etc. as well as ad hoc request in support of teams' projects.
- Assist with onboarding and offboarding employees including organizing welcome packages, equipment requests, maintaining office access etc.
- Responsible for organizing all mail and shipping.
- Maintain cleanliness of office, interior and exterior
- Assist finance manager
- Other duties as required.

### **Qualifications:**

- Must have extensive experience working with Indigenous populations and a broad familiarity with Indigenous cultural and community perspectives across Ontario.
- Must have proven demonstration of understanding the range of issues facing Indigenous people in Ontario.
- A post-secondary education in Administration or related field is an asset.
- Experience working in harm reduction, crisis response and community/non-profit settings an asset.
- Excellent interpersonal skills to work with a diverse community.
- Excellent communication, organizational, and administrative skills.
- Experience on an interdisciplinary team and with multicultural environments is an asset.
- The successful candidate may be required to provide an acceptable Vulnerable Sector Screening.
- Proficient with Microsoft Office and Zoom.
- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.
- Must be fully vaccinated as defined by Ontario Public Health.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1<sup>st</sup> Nations honours the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Human Resources, humanresources@2spirits.org with ATTN: AdministrationSupport** in the subject line of your email by the closing date.

2-Spirited People of the 1<sup>st</sup> Nations is an equal opportunity employer, **Indigenous people including First Nations, Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

*Potential candidates must be registered or eligible to register with Miziwe Biik Aboriginal Employment and Training. Must be First Nations, Inuit or Metis and reside within the GTA*

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Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.

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