

EMPLOYMENT OPPORTUNITY
Administrative Coordinator

About Miyoskamin

Miyoskamin, an empowerment centre for Indigenous women and children, is a new building recently acquired by the Native Women’s Shelter of Montreal. Located at 757 Rue Des Seigneurs, Miyoskamin is the site of two new innovative projects: the Saralikitaaq Centre for Indigenous children, and a second stage housing program for Indigenous women and their families. This new program will house, support, and empower 23 Indigenous women and their children. We are currently seeking a dynamic and professional individual to fulfill the role of Administrative Coordinator.

About the Position:

The Administrative Coordinator will be responsible for performing a wide variety of administrative and operational tasks to support the functioning of the new building and newly developed Miyoskamin services and programming. Specifically, the Administrative Coordinator will work closely with the Director of Miyoskamin and will provide direct administrative support for the new 2nd stage housing program.

Role and Responsibilities:

Administrative Support for the Second Stage Housing Program:

Under the supervision of the Director of Miyoskamin, the Administrative Coordinator is responsible for the following activities:

- Supporting the 2nd stage housing application and selection process
- Storing and filing new housing application forms and issuing application receipts to applicants
- Scheduling housing application interviews with housing candidates and the housing selection committee
- Coordinating meetings with the Housing Selection Committee and acting as a point of contact for the housing selection committee members
- Acting as a point of contact between housing applicants, candidates, and approved housing program participants
- As needed, acting as a liaison with the the Societe D’habitation du Québec
- Filtering correspondence relating to the 2nd stage housing program and bringing important issues to the attention of the Director of Miyoskamin as needed
- Other tasks as required by the Director of Miyoskamin

Human Resources Support:



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The Native Women's Shelter of Montreal



Miyoskamin Second Stage Housing Program

Under the supervision of the Director of Miyoskamin, the Administrative Coordinator is responsible for the following activities:

- Supporting human resources processes and helping to prepare documents, forms, records, and correspondence related to hiring, onboarding, evaluations, and the development of staff work plans
- Assisting in drafting job descriptions and job postings
- Assisting in the recruitment of staff and contributing to the orientation and onboarding of new employees for the Miyoskamin Empowerment Centre
- Assisting in scheduling training and professional development workshops and opportunities for staff and corresponding with training service providers
- Overseeing the maintenance and filing of employment records, employment contracts, and service contracts for Miyoskamin
- As needed, relaying internal memos, notices, and directives on behalf of the Director of Miyoskamin

General Administrative Assistance & Office Support:

Under the supervision of the Director of Miyoskamin, the Administrative Coordinator is responsible for the following activities:

- Providing administrative support to the Director of Miyoskamin including but not limited to scheduling, follow-up correspondence and communication, and other tasks as required
- Organizing and managing files within a digital and physical filing system
- As needed, providing receptionist services by answering telephone calls, screening calls, taking messages, forwarding calls, and greeting guests
- As needed, responding to general inquiries

Peer Support and Participation:

As part of a collaborative working environment, the Administrative Coordinator is responsible for the following activities:

- Attending and participating in staff meetings
- Embracing a collaborative and respectful environment amongst peers
- Embodying the mission and values of the NWSM and Miyoskamin

Qualifications:

Skills & Attributes

- Strong oral and written communication skills
- Strong Organizational Skills
- Ability to act with discretion and ensure confidentiality
- Ability to thrive in a fluid working environment





Miyoskamin Second Stage Housing Program

- Ability to work with culturally diverse Indigenous families, communities, and staff
- Bilingualism in English and French
- Indigenous language skills (asset)

Education & Experience

- Completion of a secretarial studies program, training as an executive assistant, and/or other administrative training
- At least two years relevant work experience
- Experience working in a non-profit setting
- Experience with commonly used office software and applications (Microsoft Office, Google Workspace, Zoom, etc.)

The NWSM encourages and prioritizes applications from Indigenous candidates.

Employment Contract Details

Type of position: Full time with six-month probationary period

Salary: \$54,080 - \$62,400 per year (based on experience)

Employee Benefits: The Native Women's Shelter of Montreal offers attractive benefits including vacation, wellness days, and training and development opportunities. After 6 months of employment, staff are eligible for pension contribution plans and alternative health plans.

Location: 757 Rue des Seigneurs, Montréal, QC, H3J 1Y2

Start Date: As soon as available

To apply, or for more information, please send your:

- 1) Professional Resume
- 2) Letter of Intent
- 3) Two letters of reference OR the contact information of two professional references

Application documents can be addressed to

Careers@Miyoskamin.com/admassistant.nwsm@gmail.com

Deadline to Apply:

This position will be open until filled



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