



JOB DESCRIPTION

I Position: Cultural Program Administrative Support Trainee (Full Time 6 Month Contract)

II Manager: Cultural Program Manager

III Summary:

The Cultural Program Administrative Support Trainee will provide a key role in planning, developing and implementation of services within the Cultural Department at Native Canadian Centre of Toronto (NCCT). This role will assist the Cultural Program Manager, in the administration, training, and program duties established by the NCCT. To perform this job successfully you must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required.

IV Duties and Responsibilities:

Cultural Program Administrative Support Trainee reports to and takes direction from the Cultural Program Manager. The Cultural Program Administrative Support Trainee duties include:

Administrative Support

- Use computer word processing, spreadsheet, database software to prepare reports and documents;
- Prepare and send outgoing mail, and courier parcels using Canadapost.ca online system;
- Code and file material according to the established procedures;
- Back-up and save electronic files using proper procedures;
- Provide administrative support to management and other staff as requested.

Program Development

- Develop curriculum and assist with the on-going support of the ICCT Training;
- Complete an internal analysis of data attained from weekly programs offered in Cultural Department;
- Provide support in grant applications, proposals to funders and stakeholders for local, regional programming.

Training

- To orientate and provide support to the implementation of the Indigenous Cultural Competency Training;
- Provide support in the logistics in arranging the itinerary, answers inquiries from participants and printing of ICCT materials;
- Provide support in logistics in arranging the itinerary, answers inquiries from participants and printing of materials for ICCT

VI QUALIFICATIONS:

Knowledge of Indigenous culture and traditions

- Proficiency in Microsoft Office
- Knowledge of Databases
- Excellent Customer Service Skills
- Possess excellent verbal and written communication skills
- Proven ability to work with a group as well as independently
- Ability to prioritize multiple tasks

All resumes **must be received by Friday May 5th at 4:00pm.**

Please email or forward resume and 3 references to: **Michael Etherington, Cultural Program Manager** michael.etherington@ncct.on.ca * 16 Spadina Road * Toronto, Ontario* M5R2S7 * 416.964.9087



NCCT
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<http://ncct.on.ca>

Native Canadian Centre of Toronto encourages applications from all qualified candidates. Native Canadian Centre of Toronto will accommodate those candidates who request accommodation. Contact michael.etherington@ncct.on.ca or 416.964-9087 X315 if you need accommodation at any stage of the recruitment process or want more information on our accommodation policies.

We thank all applicants; however only those selected for an interview will be notified.

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