

Career Opportunity

Program Administrator

Minodahmun Development is seeking a motivated and experienced **Program Administrator** to join our Employment and Training team on a contract basis. This individual will be responsible for administrative tasks related to the Indigenous Workforce Development Program and will report directly to the CEO.

Responsibilities:

- Organize and maintain digital training program files according to established filing conventions
- Collect and record program-related data in tracking spreadsheets
- Assist with participant intake process and ensure required forms are completed and filed
- Assist with collection and tracking of relevant participant information
- Assist with coordination of training courses, community meetings and other events as required
- Assist with travel arrangements for program participants
- Work collaboratively with Minodahmun team members
- Perform other administrative duties as required

Qualification Requirements:

- Diploma in administration, or equivalent experience in an administrative role (asset)
- Minimum 2 years experience in an administrative position
- Proficiency with computers, including Microsoft Outlook, Word, Excel, and Adobe Acrobat
- Experience with organizational systems
- Good organizational and problem-solving skills, attention to detail
- Excellent written and verbal communication skills
- Able to manage priorities and meet deadlines
- Demonstrated ability to work independently and as part of a team
- Able to maintain confidentiality
- Valid G2 licence
- Experience working with Indigenous communities
- Member of Aroland First Nation, Animbiigoo Zaagi'igan Anishinaabek or Ginoogaming First Nation (asset)

Compensation:

The Program Administrator position is a 1-year contract with the possibility of extension. It is a full-time position with flexible working arrangements. Starting wage is commensurate with skills and experience.

Please apply by e-mail to: careers@minodahmun.ca

Include the subject line “Program Administrator Job Application”

Deadline to apply: April 25, 2022