



## W O O D L A N D C U L T U R A L C E N T R E

### **PROJECT ADMINISTRATIVE ASSISTANT**

#### **SUMMARY**

Reporting to the Special Project Coordinator the Project Administrative Assistant will perform various administrative functions for the Special Project Team. This includes but not limited to: the administration of the Mohawk Institute Residential School Phase Three Renovation Project; administration of various projects for the Woodland Cultural Centre; and financial administration with the Finance Coordinator. The candidate must possess exceptional communication, organizational, and multi-tasking skills. The chosen candidate will serve as a first point of contact for the Special Project Coordinator and work within the policies and procedures established by the Woodland Cultural Centre.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintaining up-to-date Project statistics, reports, and records.
- Coordination and scheduling of meetings for Mohawk Institute Phase Three Renovation Project.
- Organization and filing of documents and records for the Mohawk Institute Residential School Phase Three Renovation Project, including historical materials.
- Recording meeting minutes as required.
- Daily check-ins with the construction team.
- Assisting with the creation and implementation of project files for the Woodland Cultural Centre.
- Assisting with financial administration for the Finance Coordinator
- Aiding with preparation of submissions to funding bodies.
- Other Administrative duties as required.

#### **ADDITIONAL SKILLS AND ABILITIES**

- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.
- Excellent time management skills.
- Good verbal and written communication skills.
- Proactive with the ability to problem solve and anticipate needs.
- Demonstrated professionalism and an understanding of the importance of confidentiality
- Ability to embrace and champion change.
- Reliable and able to work independently.
- Ability to handle the public with tact, discretion, and with a pleasing personality.

#### **EDUCATION / EXPERIENCE**

### Minimum Requirements:

- A Post-Secondary Diploma in Business Administration or Secretarial Arts or Finance related business field and two (2) year work related experience;
- Possess keyboarding speed of 40-60 wpm.
- Knowledge of Microsoft Office and iCloud applications or willing to learn.
- Experience managing schedules and booking meetings.
- Must pass a police record check.
- Willingness to learn, accept change, and adapt to new ideas, business concepts, and cultures.
- Flexible (extra hours may be required on occasion).

### **IMPACT OF ERROR**

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Woodland Cultural Centre.

### **CULTURE**

Woodland Cultural Centre serves to preserve and promote Indigenous history, art, language and culture.

### **EXTERNAL/INTERNAL RELATIONSHIP**

Community Members, Contractors, Government Agencies, Council Members, Woodland Cultural Centre Staff, Tourism Partners, Maintenance Contractors, Business Partners, and Vendors.

### **WORK ENVIRONMENT**

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

### **REPORTS TO**

Special Project Coordinator