Kee Tas Kee Now Tribal Council Education Authority

SCHOOL ADMINISTRATIVE ASSISTANT

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12

Position:	School Administrative Assistant	**Job ID #:**	CJS.2024.04
Employment Status:	Term to June 28, 2024 (with possibility of extension)	**Closing Date:**	March 15, 2024
Location:	Clarence Jaycox School	**Annual Salary:**	$35,591.00 - $41,158.00 (pending education)

Job Description: Reporting to the School Principal, this position is responsible for providing a range of administrative services to school-based personnel

Qualifications:

- Office Administration Certificate and a minimum 1-3 years' office administration experience. Equivalent combinations of training and experience will be considered
- Knowledge of standard office administration practices and procedures
- Fluency in Cree an asset
- Demonstrated knowledge and understanding of First Nations culture, organizations and communities
- Excellent verbal and written communications skills
- Strong interpersonal skills and an ability to deal effective with staff, students, parents and community members
- Ability to work independently and as a team member
- Strong organizational and time management skills
- Attention to detail
- Ability to work under pressure to meet deadlines
- Proficiency in Google Suite, Word, Excel, Atrieve, PowerSchool, PowerPoint and other applications as required by the role

Conditions of Employment: RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment

Benefits: We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities

To Apply: Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the **Job ID #CJS.2024.04** in the email subject line

Visit ***ktcea.ca*** for more information