



Position: Summer Student (Administrative Support Assistant)

Closing: Posting will remain open until position is filled

Term: Contract up to 16 Weeks - May to August 2019

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at www.OntarioAboriginalHousing.ca

We are currently seeking a motivated, conscientious, self-starting full time student to join our team as an **Administrative Support Assistant**, located in **Sault Ste. Marie, Ontario**. This is a great opportunity for a current student who self-identifies as First Nations, Inuit or, Métis, who is pursuing a college diploma or university degree in a field related to Office Administration, Finance or Business.

Duties and responsibilities will include, but not be limited to, the following:

- Support the OAHS mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Maintain electronic and manual filing systems for program and office administration;
- Maintain program related databases through input and reporting;
- Open, log and distribute incoming mail;
- Prepare routine responses through hard copy or email processes;
- Handle tenant inquiries and contractor queries;
- Receptionist duties including greeting visitors, answering phone calls and providing requested material; and
- Assist Property Management team with other related duties.

The successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focus on assisting people;



- Currently completing a college diploma or university degree in a field related to Office Administration, Finance or Business;
- Ability to work independently and within a team environment, with a focus on quality and accuracy;
- Strong problem-solving skills and the ability to use sound judgment;
- Excellent customer service skills;
- Demonstrated ability to communicate both written and orally using multiple channels with a variety of stakeholders both internal and external to the organization;
- Strong interpersonal, organizational and analytical skills; and
- Proficiency with MS Word, Outlook, and Excel.

The successful candidate will have the following Program Requirements:

- is between 15 and 30 years of age at the start of the employment;
- was registered as a full-time student in the current academic year and intend to return to school on a full-time basis in the next academic year;
- is a Canadian citizen or permanent resident; and
- is legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package (some benefits take effect after your probationary period has been successfully completed). This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - An hourly rate of \$14.00

Working Conditions and Physical Capabilities:

- Ability to sit at a desk for extended periods of time during the work day;
- Ability to communicate verbally, in person and by telephone with colleagues and clients;
- Repetitive tasks;
- Ability to use office equipment and use of filing cabinets; and
- Ability to lift up to 20lbs.



Ontario Aboriginal Housing Services

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. Please apply with your cover letter and current resume, using one of the following two options:

- Email to HRSSM@oahssc.ca or
- Mail confidentially to: Amanda McAuley
Human Resources and Payroll Associate
Ontario Aboriginal Housing Services
500 Bay Street
Sault Ste. Marie ON P6A 1X5

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.