

Employment Opportunity – Administrative Assistant

The Indian Residential School (IRS) Project – St. Paul site (“IRS Project”) was created to focus on the search for unmarked graves at University nuxet'hot'ine thaa'ehots'j nistameyimâkanak Blue Quills (UnBQ). Utilizing memory work and archival research to provide direction, the IRS Project works collaboratively with external partners to conduct multiple types of searches, utilizing different technologies to scan the grounds of UnBQ.

UnBQ is currently seeking a full time **Administrative Assistant** for the IRS Project. They will provide administrative support to the IRS Project Team. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements. Please note that this work involves interacting with potentially triggering material.

Duties include, but are not limited to:

- With guidance from the IRS Project Coordinator, greet visitors, answer phone calls, monitor BQIRS email, respond to inquiries, relay messages as necessary;
- Assist in the creation of communication materials (i.e. reports, memos, and documents);
- Maintain IRS Project recordkeeping;
- Track, maintain and order gifting supplies, equipment, and general inventory;
- Coordinate travel arrangements for IRS Project Team members, Survivors, Guests, etc. as needed;
- Assist in the scheduling, preparation, and follow up/debriefing of meetings and interviews with external stakeholders (i.e. IRS Advisory Committee, community engagements, etc.), travel may be required;
- Prepare refreshments, food deliveries, etc. as required;
- Record and prepare minutes of meetings;
- Assist in the planning and implementation of IRS Project-related events (i.e. IRS Gatherings, community engagements, ceremonies, etc.);
- Perform office administrative duties to support the IRS Project Team and other departments as required;
- Other duties that may arise relating to the IRS Project.

Qualifications:

- Post-secondary education in Office Administration is considered an asset
- Must be proficient in Microsoft Office applications including Word, Excel, PowerPoint, and Teams
- Excellent written and verbal communication skills
- Knowledge of recordkeeping
- Be organized and attentive to details and schedules
- Experience working with Indigenous communities and people
- Be able to travel as required

For additional information, please contact Joel Cardinal, IRS Project Coordinator, at joelc@bluequills.ca or 780-645-4455 ext. 282

Posted: February 14, 2025

Please submit a CV/resume with references to Sheila Poitras, Executive Assistant at sheilap@bluequills.ca This opportunity is open until a suitable candidate is found. Only applicants selected for interviews will be contacted.