



Office of the Commissioner of
**INDIGENOUS
LANGUAGES**

ADMINISTRATIVE ASSISTANT

Job Posting – Administrative Assistant

About Us

Mission

The Commission promotes and champions all Indigenous languages in Canada and supports Indigenous Peoples in the reclamation, revitalization, strengthening, and maintenance of their languages so that no language is left behind.

Vision Statement

All Indigenous languages in Canada are safe, vibrant, and thriving.

Language – Indigenous and non-Indigenous – is at the heart of cultural identity; it shapes who we are and where we come from. When we speak our languages, we share stories, pass on knowledge, and create bonds for generations.

Through the *Indigenous Languages Act*, the Office of the Commissioner of Indigenous Languages (the Commission) has been established to play a central role in supporting Indigenous peoples in their efforts to ensure their languages are reclaimed, revitalized, strengthened, and maintained so that they may grow and prosper now and for future generations.

The Commission's Governing Board is comprised of the Commissioner, who is also the Chief Executive Officer of the Commission, and up to three Directors. The Commissioner and the Governing Board also serve as executives within the Commission's organizational structure.

We also have an operational team, led by our Chief Executive Officer and Chief Operating Officer, and supported by the management team, each of whom is responsible for separate portfolios. The Administrative Assistant will be part of the operational team.

We are a passionate group of professionals from a variety of disciplines, dedicated to the promotion, advocacy, and celebration of Indigenous languages. We offer an excellent work environment and competitive benefits and compensation packages.

Position

Reporting to the General Manager, the position is to provide clerical support services to the Commission and its executives and managers, ensuring smooth logistics, creating meaningful experiences for staff, clients, and stakeholders. You will build and maintain relationships and engage with external partners and internally across the organization on policies, programs, and issues related to Indigenous languages.

The position is located at the Commission's headquarters in Ottawa, Ontario, at 350 Albert St.

Job Posting – Administrative Assistant

About You

- Knowledge and skills in office administration methods and practices and the analytical, problem solving, time management and communications techniques.
- A high level of proficiency in the Microsoft Office suite of applications, particularly Word, Power Point and Excel.
- Self-motivated with excellent planning and organizational skills; and the ability to prioritize tasks to meet strict deadlines and effectively manage conflicting and/or changing priorities.
- Demonstrated ability to follow through on and stay on top of priorities.
- Proven ability to establish and maintain effective working relationships across all levels of an organization.
- Proven ability to work independently using sound judgement and initiative.
- Proven ability to work collaboratively and collectively as part of a successful team.
- Excellent written and oral communication skills.
- Professional, with a strong commitment to providing a high standard of service.
- A high level of accuracy and attention to detail.
- Ability to meet physical demands, including periodic lifting and moving of objects up to 50lbs.
- Knowledge and understanding of Indigenous communities, cultures and languages is considered an asset.
- Knowledge and understanding of and/or proficiency in an Indigenous language is considered an asset.

Experience

Experience working in, and providing clerical support to, a busy office environment.

Educational Requirements

High School diploma and/or relevant experience.

Benefits

The Commission offers a competitive benefits package, including medical and dental benefits and a pension plan; two weeks paid holidays to begin, plus additional paid days off through the year, including federal and provincial holidays as well as a wonderful, and supportive work environment.

Term

Contract – 12 months, full-time.

Job Posting – Administrative Assistant

Location

The position is located at the Commission’s headquarters in Ottawa, Ontario.

Diversity and Inclusion

The Commission recognizes that our success requires us to have a workforce that reflects the community we serve, and diversity in its widest context – one where all people, regardless of difference, are valued and respected.

Preference will be given to Indigenous applicants.

To Apply

All persons who apply must possess legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status, or work permit.

Please submit your covering letter and a recent copy of your C.V., to Tammy Brennan, Finance & HR Administrator: tammy.brennan@ocil-ila.ca by July 19, 2024