



**TRUE NORTH AID**

STUDENT ADMINISTRATIVE ASSISTANT  
REMOTE POSITION

Are you a student looking for an opportunity to build your career over the summer? Are you passionate about making a difference?

The Summer Employment Program with True North Aid provides you with opportunities to learn, grow, and contribute, all while servicing Indigenous Peoples in Northern and remote communities.

## **What can I expect to do in this role?**

Supporting a remote team on a wide range of administrative functions, you may have the opportunity to work on some or all of the following tasks:

- Prepare and organize correspondence, perform data entry and word processing functions, and create a variety of documents
- Assist with small or large scale archival/filing projects
- Conduct research, perform analysis and input data
- Plan, organize, coordinate and manage daily assigned work, as needed

## **How do I qualify?**

### **Mandatory**

Applicants must meet all eligibility criteria on the first day of employment.

#### **1. Student Status**

All summer jobs require a “student” status. A student is defined as someone enrolled in a secondary, or post-secondary institution (currently or for the fall semester) or has graduated within the past six months.

## **2. Age**

You must be a minimum of 15 years of age. There is no maximum age limit for applying for summer student positions.

## **3. Work Status - ability to work in Canada**

You must be legally entitled to work in Canada. You are also required to have a valid Social Insurance Number (SIN) upon being hired.

### **Communication and Interpersonal Skills**

- You apply your written communication skills to prepare a variety of documents, such as reports, presentations, meeting minutes, etc., as well as to document findings and record data.
- You apply your initiative and interpersonal skills to work collaboratively within a multidisciplinary team.

### **Technical Skills and Knowledge**

- You apply your experience using Google Drive, including Google Docs, Google Sheets, Google Slides and Google Forms, as well as databases, email and the internet to conduct research and prepare a variety of documents.
- You apply your experience utilizing software applications such as Slack, Asana, Zapier, and other applications the organization may choose to use.
- You apply your knowledge of office administration.
- You accurately track, retrieve and archive files; you apply your knowledge and/or experience of electronic filing systems to secure, classify, manage, and store documents.
- You apply your knowledge of records management to ensure records are maintained in accordance with organizational standards.
- You input data accurately and generate reports, paying close attention to detail.

### **Analytical and Organizational Skills**

- You apply your research and analytical skills to gather, assess and summarize information, and provide recommendations.
- You use the internet and other sources to gather and aggregate data, analyze and input data findings, and summarize information.

- You apply your planning and organization skills to collect, organize, review and verify information/data through review of files, reports, and other means.
- You apply your discretion and sensitivity skills when working with confidential information.
- You work independently or part of a team; you plan, organize, and prioritize your time to meet competing deadlines.
- As this position is remote, you demonstrate the skills to take initiative, stay on task, and work independently from.
- You take initiative to communicate with team members and leadership, utilizing the technology of the organization.

**Application Deadline: June 17th, 2022**

**Please submit your resume and a brief cover letter to:  
[info@truenorthaid.ca](mailto:info@truenorthaid.ca)**