

REINTEGRATION ADMINISTRATIVE ASSISTANT

Part Time Position – Edmonton, Alberta

Closing date: December 12, 2025

Native Counselling Services of Alberta's mission is to promote the resilience of the indigenous individual and family, through programs and services that are grounded in reclaiming our interconnectedness, reconciliation of relationships and self-determination.

Native Counselling Services of Alberta (NCSA) is committed to providing culturally relevant and holistic support services for individuals wanting to focus on a holistic lifestyle. The individual we are looking for will work collaborative with other staff within the Reintegration Program and following job expectations as outlined. We are looking for a individual who is dependable, a team player working with management staff as well as NCSA programs on a regular basis.

Specific responsibilities of the position include:

- To act as a resource to the Reintegration staff as well as other NCSA staff when required.
- Must be flexible, dependable and able to follow guidelines, expectations and meet deadlines as outlined by the manager.
- To work within the confines of the program guidelines, meet deadlines and support management to ensure programs success.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Possess administrative assistant degree or related human resource experience or, extensive experience working with Indigenous people.
- Previous administrative experience is essential with effective communication skills both oral and written.
- Must maintain confidentiality, able to meet deadlines
- Ability to seek out and build relationships with individuals, families, team members, community partners and corrections stakeholders.
- Good understanding of the operation of service systems such as Children's Services, justice, housing, income support, health, education and community services.
- Possess knowledge and in depth understanding of Microsoft Office, including Word, Excel, Power Point and Outlook.
- Should be self motivated and able to work with minimum supervision with excellent time management skills.
- Up to date criminal record check and able to pass CSC security clearance in order to maintain employment.
- Must have a reliable vehicle, valid Alberta driver's license with required liability insurance and confirmation of coverage to transport clients.

Starting salary- \$24.00 hour (maximum of 21 hours per week)

Please forward your resume and cover letter to:

Marg Milicevic, Manager, Human Resources

Email: careers@ncsa.ca

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the hiring process, please contact our Human Resource team.