

ADMINISTRATIVE ASSISTANT

Contract Position - Edmonton Tapwe Program

Closing date: December 15, 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 services for individuals wanting to focus on a holistic lifestyle. The individual we are looking for will work in collaboration with the program manager, supporting individual participants wanting to make a change in their lives. The individual will be dependable, supporting staff and residents.

Specific responsibilities of the position include:

- To act as a resource for management, co-workers and residents as required.
- Must be flexible, dependable and able to follow guidelines and expectations and meet deadlines as required by management.
- To work within the confines of the program guidelines, support management and staff to meet contractual obligations.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Possess administrative assistant is essential with effective communication skills both oral and written.
- Must maintain confidentiality and able to meet deadlines.
- Ability to seek out and build relationships with program participants, their families, team members, community partners.
- Good understanding of the operation of service systems such as Children's Services, confidentiality,
- Possess Social Work Degree or related human resource experience or extensive experience working with Indigenous people.
- Understanding of the operations of Child and Family Services, Justice and court systems, corrections Canada, housing and income supports is an asset.
- Possess knowledge and in-depth understanding of historic trauma and impacts on Indigenous people.
- Ability to seek out and establish professional relationships and contracts with individuals and organizations.
- Possess effective communication, decision-making, problem solving and time management skills.
- Must work efficiently and effectively as part of the team across the organization with significant communication, interpersonal and documentation skills both oral and written.
- Must provide recent Criminal Record/ Child Welfare Check with a valid first aid and C.P.R. certificate.
- Possess knowledge and in-depth understanding of Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Be able to send team email invitations and track replies.
- Must possess professional appearance, confidentiality, boundaries and behaviours suitable for work.
- Must have a reliable vehicle, valid Alberta class 5 driver's license with a clean driver's abstract, required liability insurance and confirmation of insurance coverage.

Starting salary- \$25.00 per hour

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.