

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST

Full Time Position– Edmonton, Alberta

Closing date: January 23, 2026

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 who are addressing barriers to a healthy lifestyle. We are looking for a individual who will be a support to other staff within the program, in addition to a team member for NCSA staff. We are looking for a individual who is dependable, a team player with excellent written and verbal communication skills. The individual will work closely with other staff in the program, ensuring deadlines are met as required.

Specific responsibilities of the position include:

- To support staff as they work with clients to navigate systems to access services and supports.
- To support clients who come into the office to access supports and refer them to the appropriate programs within the organization and/or to co-workers within the program to provide the services.
- To have excellent communication with staff, ensuring all relevant information is shared in a timely manner.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Good working knowledge of computers and information technology.
- Possess administrative assistants training certificate and/or extended work experience.
- Should have a basic understanding of the operations of Child and Family Services, Justice and court systems, corrections, income supports and understand the principles of Housing First.
- Ability to work as a team with excellent written and verbal communication skills. Must be dependable, maintain confidentiality, build working relationships with community agencies and clients, having professional boundaries. Must be organized, have excellent time management skills and be self motivated to ensure contractual agreements are met.
- Must be prepared to learn NCSA Resiliency Model and agree to be fully immersed in the model with all interactions with staff, residents, community and government agencies.
- Ability to represent Native Counselling Services of Alberta in a professional manner.
- 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.
- Must provide current criminal record check, child intervention checks upon hire.

Starting salary- \$38,000.00 - \$40,000.00 based on experience

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.