



ADMINISTRATIVE ASSISTANT
Edmonton – Tapwehtamowin Waskahikan Housing
Closing Date – January 30, 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 an Indigenous organization, committed to providing culturally relevant and holistic support services for individuals requiring assistance in accessing and maintaining housing. The Administrative Assistant will be a support to other staff and residents within the program. We are looking for a individual who is dependable, a team player with excellent communication skills and time management.

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 in accessing supports and referring them to the appropriate programs within the organization and/or to co-workers within the program to provide 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.
- Possess administrative assistant 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.
- Ability to work as a team with excellent written and verbal communication skills. Must maintain confidentiality, maintain professional boundaries. Must be organized, with excellent time management skills and be self motivated to ensure contractual agreements are met.
- Strong interpersonal relations, conflict management and the ability to represent NCSA in a professional manner.
- 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.
- Must have a reliable vehicle, valid insurance for work purposes.
- Must provide current criminal record check, child intervention checks upon hire.

Starting Salary: \$40,000.00 - \$45,000.00 annual 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.