

ADMINISTRATIVE ASSISTANT
Otipaymsowin Reintegration Centre
Part Time Position– Edmonton Alberta
Closing Date – March 19, 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 wanting to focus on a holistic lifestyle. The individual we are wanting to be a part of NCSA, will work collaboratively with other staff within NCSA and the Reintegration Program. We are looking for a individual who is dependable, a team player to assist individuals in the program as well as NCSA teams. This is a part time position at four (4) hours per day, five days per week.

Specific responsibilities of the position include:

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

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 degree or related human resource experience or, extensive experience in the administrative field. Working with Indigenous individuals is an asset.
- Good working knowledge of computers and information technology.
- Must be dependable, maintain confidentiality and ensure work is completed within specific time frames.
- Must have professional boundaries, be organized, have excellent time management skills and be self motivated able to meet contractual agreements.
- Must be able to build positive professional and ongoing relationships with communities.
- Should have a basic understanding of the operations of Residential Schools, Albertas Education, Child and Family Services, Justice and court systems, corrections, income supports.
- Must be prepared to learn NCSA Resiliency Model and agree to be fully immersed in the model with all interactions with staff, residents, communities and government agencies. Must be able to represent NCSA in a professional manner.
- Must have a reliable vehicle, valid Alberta class 5 driver's license with a clear driver's abstract, required liability insurance for work and confirmation of vehicle coverage.
- Must provide current criminal record check, child intervention checks upon hire.
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Starting salary range \$22.00 - \$24.00 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.