

ADMINISTRATIVE ASSISTANT

Indigenous Court

Full Time Position – Edmonton, Alberta

Closing date: April 14, 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 a long-standing Indigenous organization, committed to providing culturally relevant and holistic support services for individuals requiring assistance and direction regarding their court issues. The administrative assistant will support the court workers and support staff in Edmonton to ensure their concerns are addressed.

Specific responsibilities of the position include:

- To support the court work staff ensuring deadlines are met and clients are provided with information to address their needs.
- Support staff who are assisting clients to navigate systems in order to meet clients needs.
- Provide communication with staff/clients and ensure deadlines are met.

Our ideal candidate would have the following qualifications: [

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Deep understanding of Indigenous culture, traditions and values as it may relate to justice and healing.
- Possess administrative assistant training certificate and/or extensive work experience.
- Should have a basic understanding of the operations of the courts, justice, corrections, income supports.
- 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 ensuring contractual agreements are met.
- Strong interpersonal relations, conflict manage and the ability to represent NCSA in a professional manner.
- Dress appropriately for the position, maintain confidentiality and open to learning.
- Must be prepared to learn NCSA Resiliency Model and agree to be fully immersed in the model with all interactions with staff, clients, community and government agencies.
- Valid Alberta driver's license and willing to travel as maybe required for community outreach.
- Must have a reliable vehicle, valid Alberta driver's license and liability insurance to use your vehicle as part of your employment.
- Up to date criminal record check, child intervention check upon hire.

Starting salary range: \$40,000.00 - \$42,000.00 annual

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.