ADMINISTRATIVE ASSISTANT

Full-Time Position – Lethbridge, Alberta
Closing Date – November 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 a long-standing Indigenous organization, committed to providing culturally relevant and holistic support services to individuals requiring assistance with their court matters. The administrative assistant plays a important role in supporting individuals and court workers through the court system. We currently have a vacant position for the Lethbridge Administrative Assistant position. It is imperative that the individual we are looking for is dependable, provides continual support to management and court personnel as well as clients we are working with.

Specific responsibilities of the position include:

- Providing provide understanding of court process, clients responsibilities, court orders and circle process.
- Answering telephones, providing some information to clients, setting up files for the court workers.
- To be dependable, working toward ensuring a healthy work environment for clients and staff.

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 and traditions and values as it may relate to self goals and healing.
- Possess administrative assistance training certificate and/or extensive administrative work experience.
- Good working knowledge of computers and information technology.
- Must be able to build positive professional and ongoing relationships with coworkers and service providers.
- 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 daily requirements 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 required liability insurance and confirmation of insurance coverage to use vehicle for work.
- Must provide up to date criminal record check, child intervention check.

Starting Salary $36,500- $40,000.00 based on experience

Please forward your resume and cover letter to:
Marg Milicevic, Manager, Human Resource
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.