



General Information

Position Title: Administrative Assistant

Reports To: Principal

Direct Reports:

Date: March 2025

About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post-secondary administration.

Position Summary

The main purpose of the Administrative Assistant role is to provide administrative and secretarial support to the office of the Principal.

Key Responsibilities

Responsibility 1: Administrative Support of the Principal

- To provide administrative support to the Principal.
- To act as a main contact person, organize, prioritize and coordinate schedules, contacts and activities on behalf of the Principal.
- To ensure the Principal is provided with up-to-date information from staff within the organization.
- To initiate and prepare correspondence for the principal as well as to handle all photocopy and fax requests, purchasing, tracking, account coding, etc.
- To participate in various meetings, briefings, committees, sub-committees and workshops as requested.

Responsibility 2: Communication

- To produce and distribute any communication pieces required by the Principal.
- To assist in the design and implementation of communication strategies and products as requested.
- To provide assistance in the writing of press releases, public service announcements and any other media releases.

Responsibility 3: Secretarial Support of the Department

- To prepare agendas and schedule presentations for meetings as requested.
- To coordinate and act as recording secretary at meetings and to transcribe, review, edit and ensure the distribution of meeting minutes within 72 hours of meeting completion.
- To complete preparation and packaging of the supporting documentation within the pre-established timeframe.



Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include:

- Strong Interpersonal skills
- Exceptional time management and organizational skills
- Confidentiality and integrity
- Ability to meet numerous deadlines and multitask effectively
- Professionalism and high ethics standards

Technical Competencies:

Required technical competencies for this position include:

- Superior oral and written communication skills
- A strong knowledge of computer systems including word processing, desktop publishing and use of the internet

Education, Knowledge & Experience

- DEC (Diplome d'Etude Collegiales) in Office Systems Management or Equivalent Discipline with three (3) years related experience OR Vocational Diploma in Office Systems Management with two (2) years related experience OR Ten (10) Years Related Administrative Experience
- A strong knowledge and/or experience in strategic planning exercises and communications planning.
- The ability to speak Kanien'kéha and French is an asset.