

NORTHERN NISHNAWBE EDUCATION COUNCIL
Pelican Falls First Nations High School



NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following position:

INTERIM SCHOOL SECRETARY
(Term Position)

GENERAL

The School Secretary provides support to the principal and staff of Pelican Falls First Nations High School. Must be an energetic and self-motivated professional that can work both as a team player or on their own. Excellent interpersonal and communications skills are mandatory. This position will be under the direction of the Principal of Pelican Falls First Nations High School but also assists the School's Administration team.

RESPONSIBILITIES

1. General duties including (but not limited to) processing reports, letters, memoranda, copying correspondence, taking minutes at meetings, maintenance of filing systems etc.
2. Circulate incoming mail and prepare outgoing mail.
3. Order school supplies as required.
4. Arrange travel for staff as directed.
5. Prepare, code and forward purchase orders, cheque requisitions and invoices.
6. Arrange, under the direction of the Principal, classroom supply for the staff that are absent
7. Record student absences.
8. Assist nursing staff with student appointment scheduling.
9. Liaise with Lac Seul Education and PFC re: daily attendance.
10. Other related duties as assigned

QUALIFICATIONS

1. Post-secondary degree/diploma in office administration and secretarial experience
OR the equivalent of three years' experience;
2. Proficiency and experience in all applications of Microsoft Outlook (Word, Excel, PowerPoint);
3. Excellent communication both verbal and written;
4. School database proficiency and experience working with PowerSchool;
5. A cooperative attitude when working with First Nation students, public and staff.

****NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. These positions are open until filled.**

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnec.on.ca