

# WE ARE HIRING!

## INDIGENOUS CENTRE OF EXCELLENCE FOR MINERAL DEVELOPMENT



### Administrative Assistant

The Indigenous Centre of Excellence for Mineral Development (ICEMD) is dedicated to advancing Indigenous-led research and strengthening the capacity and participation of Indigenous communities in the mineral development and mining sector. ICEMD is seeking to hire an Administrative Assistant to support the Centre's day-to-day operations and provide clerical and administrative support.

### Key Responsibilities

- Coordinate general office organization, digital filing systems, and administrative processes;
- Assist with scheduling, correspondence, document formatting, and file management;
- Support procurement, expense tracking, and office organizational management;
- Maintain up-to-date contact lists, distribution lists, and communication records;
- Coordinate the planning and logistics of events, training sessions, workshops and meetings;
- Support logistics, including booking venues, preparing materials, managing registrations, and taking meeting notes;
- Support the creation of newsletters, announcements, outreach materials, and digital content;
- Assist with data entry and ongoing maintenance of internal databases;
- Assist in the preparation of proposals, funding applications, and reporting materials;
- Track project-related documentation to ensure records are complete and organized;
- Respond to general inquiries (in-person, phone, email) and direct them to the appropriate staff members in a timely manner;
- Perform other duties as assigned.

### Qualifications

- Post-secondary certificate or diploma in Office Administration, Communications, Organizational Management, or a related field (equivalent experience will also be considered);
- Advanced proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, SharePoint), Adobe and other digital and social media platforms;
- Strong organizational, verbal, written, and proofreading skills with excellent attention to detail and accuracy;
- Ability to represent the Centre in a professional, welcoming, and culturally respectful manner;
- Knowledge or experience of the mining industry, First Nations in Ontario and Indigenous communities in Canada considered an asset;
- Must be eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

### Closing Date

- Open until position filled;
- Applications are assessed as they are received therefore early application is recommended;
- Candidates who meet the above criteria may be contacted for an interview.

### To Apply

- Submit cover letter and resume to: [jcampbell@icemd.ca](mailto:jcampbell@icemd.ca) or [jcampbell@waubetek.com](mailto:jcampbell@waubetek.com)



Federal Economic Development  
Agency for Northern Ontario

Agence fédérale de développement  
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