

Administrative Assistant Summer Student Placement—Métis Urban Housing Corporation

Locations: Calgary

Positions : 1

Closing Date: May 31, 2023.

Position Status: Temporary Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Urban Housing and it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at metishousing.ca

THE OPPORTUNITY

The Administrative Assistant will assist the Tenant Administration team with their day to day operations as well as assist with responding to inquiries and sending out information.

KEY RESPONSIBILITIES

Working under the supervision of the Director of Housing, the Administrative Assistant will perform the following job duties, including but not limited to:

- Answer general phone inquiries using a professional and courteous manner.
- Use word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Code and file material according to the established procedures.
- Prepare, compile and sort documents for data entry.
- Obtain further information for incomplete documents.
- Update date and delete unnecessary files.
- Scan documents into the database.
- Other duties are required.

QUALIFICATIONS

- Must be a Métis citizen going to school full-time
- Cannot be over 30 years of age.

Knowledge, skills, and abilities

- An understanding and knowledge of public social housing programs and other programs and services offered by the Métis Nation of Alberta.
- Cross cultural sensitivity and awareness.
- Proficiency in the use of computer programs such as MS Office (Word, Excel, PowerPoint), MS Outlook and the internet.
- Proficiency in the use of office equipment such as computers, voice mail, fax, scanner and photo copier.

WORKING CONDITIONS

Works in an office environment, usually a standard work week.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.