
Administrative Assistant — Youth Intern)

Locations: Edmonton

Positions : 1

Position Status: Contract until March 31, 2027

THE ORGANIZATION Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was incorporated in 2009 to provide **affordable, adequate and suitable** housing to moderate-income Indigenous families in Alberta. We currently have 370 units in 5 **urban centers**. MCHC 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, together with our sister organization Métis Urban Housing Corporation, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

For more information about Métis Capital Housing and it's sister organization Métis Urban Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

The Administrative Assistant—Youth Intern provides administrative support to the Director of Housing and the Housing Department while gaining practical experience in office administration within a non-profit housing organization. This entry-level position offers an opportunity to develop administrative, organizational, communication and customer services skills while contributing to the daily operations of the Housing Department.

Key Responsibilities

- Prepare correspondence advising applicants of the status of their application.
- Prepare and format letters, reports, spreadsheets, and other documents.
- Assist with photocopying, scanning, filing, and organizing electronic and paper records.
- Schedule meetings and prepare meeting materials.
- Take meeting minutes as requested.
- Assist with maintaining departmental calendars and task lists.
- Maintain organized electronic and physical filing systems.
- Enter and update information in organizational databases.
- Assist Housing staff with administrative tasks and special projects.
- Develop knowledge of non-profit housing operations and administrative practices.
- Other duties may be assigned by the Executive Director or the Director of Housing.

Community Relations

- Liaises with community associations, agencies, and stakeholders.
- Represents the organization at community activities to enhance the organization's community profile.
- Participates in committees, task forces, and special projects as required.

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- **Education :** A high school diploma or Enrollment in or completion of post-secondary education in Business Administration. Office Administration, or a related field is considered an asset.

Knowledge, Skills, and Qualifications

- Knowledge of the Alberta Residential Tenancies Act is an asset.
- Familiarity with computer programs (Microsoft Office, Outlook, Excel)
- Must Maintain confidentiality as there is an element of sensitivity and privacy in this position.
- Knowledge and experience working in a dynamic Indigenous not-for-profit corporation are an asset; however, the ability to learn quickly and efficiently is an asset in this respect.
- Possess excellent communication and organizational skills.
- Exemplary customer service skills. Communicate effectively with the public, tenants, and Metis Housing staff, in person and over the phone.
- Possess creative and innovative techniques when performing assignments.
- Time management is essential.
- Follow standard office administrative policies and procedures.
- Proficiency in using standard office equipment.
- Basic accounting skills involving numerical accuracy.
- Able to efficiently respond to numerous demands, short time deadlines complex and varied inquiries concerning tenant applications.
- Posses the ability to work with little supervision.

Working Conditions

Ability to work a regular schedule - Monday – Friday, 8:30 AM – 4:30 PM.

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 • Personal development • Competitive compensation.

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: recruitment@metishousing.ca. This position is part of the **Indigenous Youth Housing Internship Program**, it is aimed at providing work experience and on-the-job training for Indigenous Youth aged 15 to 30. **In order to apply for this position you must be Indigenous, Metis or Inuit.** While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.