

Kee Tas Kee Now Tribal Council Education Authority

ADMINISTRATIVE ASSISTANT- EDMONTON

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Gr. 12

| Position: | Administrative Assistant - Edmonton | Job ID #: | KTCEA.2025.09 |
|------------------------------|--|----------------|--|
| Employment Status: | Permanent, Full-time | Closing Date: | Sep 26, 2025 |
| Location: | Edmonton, AB | Annual Salary: | \$36,894.00 to \$44,798.00 pending education |
| Job Description: | Reporting to the Deputy Superintendent Facilities and Operations, this position is responsible for providing a range of administrative functions range of administrative functions on behalf of Facilities and Operations at KTCEA's Edmonton office and acts as the receptionist. | | |
| Qualifications: | Office Administration Certificate and a minimum three (3) years' office related experience. Equivalent combinations of training and experience will be considered Knowledge of standard office administration practices and procedures Fluency in Cree an asset Demonstrated knowledge and understanding of KTC organizations, communities, and First Nations culture and traditions Ability to work independently and as a team member Excellent verbal, written and interpersonal communications skills Ability to deal effectively with employees at all levels Strong attention to detail and excellent organizational and time management skills Ability to work under pressure to meet deadlines Proficiency in Google Suite, Word, Excel and PowerPoint and other applications as required by the role and electronic file management systems such as Onedrive or Sharepoint an asset Possession of a valid Alberta Driver's license and ability to undertake periodic travel | | |
| Conditions of Employment: | RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment | | |
| Benefits: | We offer a comprehensive benefits program that includes health, dental, life insurance, disability, retirement savings and competitive time off provisions, as well as professional development opportunities | | |
| To Apply: | Please submit a cover letter, resume with references via email to educationHR@ktcea.ca with the Job ID #: KTCEA.2025.09 in the email subject line. | | |

Visit ktcea.ca for more information