



Freehorse Family Wellness Society

2nd Floor, 5333 – 91 St. Edmonton, AB T6E 6E2







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E-mail: general@freehorse.org








FULL TIME ADMINISTRATIVE/FUNDING ASSISTANT REQUIRED

Our organization is looking for an individual to work Monday-Friday, 8:30-4:30. Must be punctual and reliable, own transportation is an asset.

Duties include:

-  student file maintenance
-  close student contact (telephone, in person, letter writing)
-  contact with universities and colleges across Canada
-  processing of funding applications
-  basic administrative duties (walk-in assistance, filing, faxing)
-  others as required

Qualifications:

-  minimum two years of completed post secondary education
-  minimum one year administrative experience
-  proficiency in MS Word, Excel and Access
-  knowledge of First Nations
-  excellent interpersonal, time management, and organizational skills
-  excellent oral and written communication skills
-  must be willing to work as a team member to provide the best services possible

This is a ten month training position which may lead to a permanent full time position. Candidate must be a recent graduate, from a First Nation or have Inuit status, and be between the age ranges of 18-30.

Email resume to:

general@freehorse.org

Thank you for your interest. Only those selected for interviews will be contacted.