



Indigenous Editors

ASSOCIATION

Call for Applications

Administrative Assistant

Application Deadline: April 4, 2025

The Indigenous Editors Association is seeking a part-time, project-based Administrative Assistant. The Administrative Assistant will work remotely to assist our growing organization and support project work. This is an opportunity for a creative and enthusiastic individual who will play a significant role in the growth of the organization. We are looking for someone who is excited to help us build and who cares about community-based practices and Indigenous narrative sovereignty.

About the Organization

The Indigenous Editors Association is a membership organization that was formed by Indigenous editors and publishing professionals as a mutual support network. The IEA connects Indigenous people who work with stories with each other and with the publishing industry. We believe Indigenous stories and traditional knowledge must be approached with Indigenous community-focused editing practices, employed with care by Indigenous editors. Thus, our purpose is to:

- Strengthen relationships among Indigenous editors, storytellers, and publishing professionals;
- Create opportunities for training and professional development for Indigenous editors;
- Promote Indigenous editors in the publishing industry; and
- Create educational opportunities for the mainstream publishing industry to learn about working with Indigenous editors.

Why Join Us

This is an opportunity to join a team of passionate individuals who are working to uplift Indigenous stories and storytellers. It's an exciting time to join our organization. We are at a turning point in our growth and eager to bring on new team members who can help the IEA scale up its operations and development. As the project-based Administrative Assistant,

you will play a crucial role in this development. Your work will directly impact Indigenous editors and creators by helping us cultivate connections, build community, and spread awareness.

Our programs and team members span lands and cultures. Collectively, we believe Indigenous stories and knowledge systems must be approached with Indigenous community-focused practices, employed with care by Indigenous editors. We hope to share our stories in a good way with each other and the world—the stories that created us and the ones that heal us. By joining the IEA, you will be a part of this meaningful and impactful work.

Contract Details

Position:	Administrative Assistant
Start date:	April 14, 2025
Term:	5 months
Compensation:	\$26.00 CAD per hour
Hours:	Part-time (15 hours per week)
Location:	Remote

About the Role

The Administrative Assistant will support the Executive Director and Project Coordinator with administrative and organizational duties related to ongoing and new projects. Some tasks include email and calendar management, attending meetings, note-taking and distributing minutes, and assisting with archiving/filing and data entry. This is a dynamic and evolving role. The Admin Assistant will have the opportunity to share and exchange ideas and build connections.

Primary Responsibilities

- Providing general support including email and calendar management, website updates, archiving/filing and data entry;
- Scheduling and attending internal and external meetings and events;
- Taking meeting minutes, and circulating relevant materials before and after;
- Inputting, archiving, and tracking data;
- Assisting with the creation and planning of social media content and communication/promotional materials;
- Spreadsheet creation and management;
- File management;
- Assisting with reporting.

Skills and Qualifications

- Able to work from home with your own computer/laptop;
- Experience with office administration, ideally in a non-profit environment;
- Effective communication and interpersonal skills;
- Able to identify and analyze problems or areas for improvement and suggest solutions;
- Works well independently and collaboratively;
- Experience working with Indigenous communities and artists;
- Demonstrates a commitment to discretion and confidentiality;
- Experience with G Suite, Microsoft Office, Excel, and Zoom;
- Knowledge of Adobe Suite, Creative Cloud, or similar creative programs will be considered an asset;
- Skills in bookkeeping, archival practices, and organizational effectiveness will be considered an asset.

If you don't possess all the skills listed above but are enthusiastic about the position, please don't hesitate to apply. We support diversity and inclusion in our work and are interested in candidates with varied experiences, and not only in those who might fit the description above. We value employment equity and strongly encourage applications from Indigenous, Black and racialized people; people with disabilities; all genders; and the LGBTQ2S+ community. If you require accommodation in the recruitment process, please let us know by email at info@indigenouseditorsassociation.ca

How to Apply:

Please send your Cover Letter and Resume or C.V in a single PDF format by email to info@indigenouseditorsassociation.ca

Use the job title "Admin Assistant" as the subject heading.

Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted.

We look forward to meeting you!