

**NATIVE COUNSELLING SERVICES OF ALBERTA**  
**Full Time Permanent – Administrative Support**  
**Pohna – Edmonton, Alberta**



**Competition No. 1235**  
**Closing Date: April 23, 2010**

Native Counselling Services of Alberta is currently seeking an individual for the position of Administrative Support for their gang diversion program. This individual should possess an enthusiastic and positive attitude and have strong work ethic and must be dependable. The successful candidate will perform general office procedures; use various computer applications and have other office responsibilities.

**Skills & Qualifications:**

- Must have a minimum of two years' extensive work experience.
- Must have advanced typing skills and knowledge of computer applications and programs.
- Have good organizational and time management skills.
- Must have excellent interpersonal skills needed for a professional business office.
- Should have the ability to prioritize tasks and work with minimal supervision.
- Must be team player, flexible and able to work independently with minimal supervision.
- Must provide recent criminal record check and child welfare check.
- Must have reliable vehicle with minimal \$1,000,000.00 liability.
- Working knowledge of Aboriginal people, their culture and language is a definite asset.

**Please forward resume to:**

] Program Manager  
Native Counselling Services of Alberta  
10975 – 124 Street  
Edmonton, Alberta T5M 0H9  
Telephone: (780)451-4002  
Fax: (780)424-0187  
[Karen-erickson@ncsa.ca](mailto:Karen-erickson@ncsa.ca)

We thank all applicants. However, only those selected for an interview will be contacted.