



EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT

Permanent Position (Internal/External Posting)

Michipicoten First Nation (MFN) is a vibrant Anishinaabe community located on the white sands (Northeast shores) of Lake Superior near Wawa Ontario. The registered population is approximately 1,275 with 70 citizens living on reserve. With a strong sense of community and cultural identity, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities.

The **Executive Assistant** is responsible for providing administrative support, including incoming and outgoing document control for Chief and Council, Council Committees, and the Executive Officer. The Executive Assistant will represent the Nation professionally and confidentially while maintaining a good rapport with the community, citizens, advisors, stakeholders, partners, municipalities, government agencies, and all other organizations affiliated or associated with Michipicoten First Nation. Occasional travel and flexibility to attend after hours meetings will be required.

PRIMARY RESPONSIBILITIES

- Provide administrative support to Chief and Council, Council Committees, and the Executive Officer
- Attend and coordinate all Council meetings
- Record meeting minutes and prepare for transcription/distribution
- Coordinate logistics of committee meetings, external meetings, conferences, and events including Citizenship meetings in Sault St. Marie & Sudbury
- Coordinate ratification voting and provide citizen support
- Compose and coordinate communications from various consultants

EDUCATION & EXPERIENCE

- Administrative Assistant and (or) Business Administration Certificate or Diploma
- Minimum of five (5) years' executive level administrative experience
- Experience working in a First Nation Community

QUALIFICATIONS

- Knowledge of First Nations governance practices
- Excellent communication skills, written and verbal
- Skilled with writing professional correspondence free from spelling/grammar errors
- Knowledge of standard administrative management practices and procedures
- Highly proficient with MS office and Adobe Pro
- Valid Driver's license and access to vehicle
- Ability to work flexible hours including some evenings and occasional overnight travel.
- Satisfactory criminal record check (if hired)

WAGE RANGE: \$24-\$28/hr.

TO APPLY: Please submit your cover letter and resume as one document to **hr@michipicoten.com** with the position title in the subject line. This position will remain open until filled. A full job description is available upon request to Human Resources.

Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of their citizens. The successful candidate will be primarily engaged in serving the interests of Michipicoten citizens and will give preference to citizens and Indigenous candidates who possess the necessary qualifications.