



# EMPLOYMENT OPPORTUNITY

## EXECUTIVE ASSISTANT

(Internal/External Posting)

May 5, 2026

**Michipicoten First Nation (MFN)** is a vibrant community located near Wawa, ON and approximately 225 km from Sault Ste. Marie, ON. With a small number of members on reserve and the majority dispersed around the globe, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities, while building on socio-economic independence and a strong sense of community and cultural identity.

Michipicoten First Nation is seeking a temporary **Executive Assistant** to provide administrative support for Chief and Council, Council Committees, and the Executive Officer (EO). The Executive Assistant will represent the Nation professionally and confidentially while maintaining a good rapport with the Community, Members, advisors, stakeholders, partners, municipalities, government agencies, and all other organizations affiliated with Michipicoten First Nation. Occasional travel and flexibility to attend after-hours meetings will be required. This is a six-month temporary role. Remote work may be considered.

### PRIMARY RESPONSIBILITIES

- Coordinates, schedules, manages attendees and records all virtual Council and Committee meetings.
- Creates and distributes meeting Agendas prepared by the Chief, Committee Chair and EO, as per Chief & Council Policy and Procedures.
- Coordinates, schedules and attends in-person meetings at the Band Hall, including equipment and catering.
- Assists presenters with documents needed during meetings
- Processes timely transcription and distribution of Council and Committee meeting minutes, including posting of approved minutes and signed documents to the MFN web portal for Members
- Follows up with staff and external parties on action items arising from minutes
- Prepares and circulate approved Band Council Resolutions (BCRs) and other documents for signature immediately following meetings and ensure signed copies are distributed as identified on the document
- Organizes, files and documents all Council activity, including maintenance of a Council Meeting Calendar.
- Maintains Council meeting Attendance Log and BCR/Motion Log
- Ensures all Council documents, including minutes, BCRs, Motions, Agendas and meeting packages are stored on the shared Council drive as well as in print in the Executive Assistant office.
- Assists Community Relations Coordinator (as needed) with planning and preparation for Community Engagement, Membership meetings and Ratification votes
- Backup to Chief & Council Administrative Assistant (during absences) for Council and portfolio related travel arrangements to conferences, workshops, Community Engagement and Membership meetings

### QUALIFICATIONS

#### Education & Training

- Administrative Assistant and (or) Business Administration Certificate or Diploma

#### Experience

- Minimum of five (5) years executive-level administrative experience
- Experience working with a First Nation Community

#### Knowledge, Skills & Abilities

- Knowledge of First Nations governance practices
- Excellent written and verbal communication skills
- Skilled with writing professional correspondence free from spelling/grammar errors
- Knowledge of standard administrative practices and procedures
- Highly proficient with MS Office and Adobe Acrobat Pro

**Other**

- Valid Driver's license and access to a vehicle
- Satisfactory driver's abstract (if hired)
- Satisfactory criminal record check (if hired)
- Ability to work flexible hours, including some evenings and occasional overnight travel.

**TERM:** Full-time, Temporary (six months)

**LOCATION:** Michipicoten First Nation. Remote work may be considered.

**WAGE RANGE:** \$27.93-\$31.12

**TO APPLY:** Please submit your cover letter and resume as one document to [hr@michipicoten.com](mailto:hr@michipicoten.com) with the position title in the subject line by **May 19, 2026**. A full job description is available upon request to Human Resources.

**Michipicoten Members and Indigenous Candidates are encouraged to self-identify.**

*Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of its Members. The successful candidate will primarily serve the interests of Michipicoten Members, with preference given to Members and Indigenous candidates who possess the necessary qualifications.*