



# EMPLOYMENT OPPORTUNITY

## Executive Assistant

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Department: Administration

Posting Date: May 9, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: Existing

Reports To: Supervisor, Executive Services

Salary Range: \$47,356.40 - \$62,498.80

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### What you'll do in the role

- Assist the Executive Services Supervisor in implementing and carrying out the duties in relation to specific responsibilities, communications, program planning, and operational management planning.
- In the absence of the Receptionist/Clerk greets visitors to the office and directs guests to appropriate departments.
- Coordination meetings: preparing agenda, attending meetings to record minutes and follow up as needed.
- In the absence of the Receptionist/Clerk, receives incoming mail, distributes electronically and files electronically.
- Drafting and typing correspondence, reports and internal office communications and directives.
- Compile data for the preparation of reports.
- Arranges and confirm travel arrangements for senior management staff and Chief & Council as required. Prepares Travel itineraries as arrangements are completed.
- Coordinate the Chief and Council meetings, such as securing meeting venues, catering, and preparing hard copy packages as requested.
- Attends Council Meetings on a rotating schedule to record minutes and provides a copy of "draft" minutes to the Chair and CEO the day following the meeting.
- Assists the Receptionist/Clerk in changeover of files annually.
- Assist with funding and grant applications as needed.
- Preparation of Briefing Notes as needed.
- Assists with the planning and coordination of the Annual General Meeting.
- Assists with the planning and coordination of the Annual Strategic Planning Session for the Chief, Council and Directors.
- All other duties assigned to you by your manager



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### Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.

### What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have a minimum of 3 years relevant experience
- Must have Office Administration or Business Administration Diploma
- Conflict Resolution Training is considered an asset
- Must have experience in minute-taking and accurate record-keeping
- Strong time management and scheduling abilities
- Excellent organizational skills with attention to detail
- Demonstrates reliability and dependability in all responsibilities
- High level secretarial skills; good knowledge of office practices and procedures.
- Ability to work with tact and discretion in a community and political environment.
- High level sensitivity to Native issues.
- Must have the ability to identify alternate solutions to problems and recommend or select the optimum solutions based on board objectives or criteria.
- Solid knowledge and skillset to provide administrative support services at an executive level.

### APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing May 23, 2025 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing May 30, 2025 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three



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### Closing June 6, 2025 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm** on the application deadline noted above.*

### **Are you a member of NFN? If so, please read below:**

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

**Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.**