



Employment Opportunity

Administrative Assistant

Department:	Social Services
Posting Date:	September 19, 2025
Location:	Garden Village, Nipissing First Nation
Schedule:	Part-Time (approximately 21 hours weekly)
Job type:	Part-Time / Contract
Contract End:	October 30, 2026
Vacancies:	One (1)
Reports To:	Manager, First Nation Representative
Salary Wage:	\$25.67/hr.

Nipissing First Nation is seeking a highly organized and detail-oriented **Administrative Assistant** to join our Social Services team and support the **First Nation Representative Program**.

This role ensures smooth office operations by managing reception duties, organizing confidential files, supporting program reporting, and coordinating communication with both NFN staff and external organizations.

What You'll Do in the Role

- Greet visitors, answer calls, and respond to general inquiries.
 - Manage correspondence and maintain the office space.
 - Organize and maintain confidential files, including clinical files and program documentation.
 - Manage time-sensitive material and ensure secure storage and retrieval.
 - Support program reporting and communication requirements.
 - Order and track office supplies and maintain equipment.
 - Support event coordination as required.
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Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities



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Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- College diploma in Office or Business Administration (mandatory).
- Minimum 2 years' experience in an office setting.
- Strong confidentiality and professionalism.
- Clear CPIC, Vulnerable Sector Check, and Child Welfare Check.
- Excellent organization, time management, and communication skills.
- Attention to detail and adaptability to manage multiple priorities.
- Proficiency with Office 365, office equipment, and database tools.
- Ability to work independently and collaboratively in a team environment.

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing October 3, 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing October 10, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing October 17, 2025,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.



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If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ resumes@nfn.ca

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

🦋 Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***