



Employment Opportunity

Office Administrator, Nipissing Secondary School

Department:	Education
Posting Date:	October 3, 2025
Location:	Nipissing First Nation, ON
Schedule:	Part-Time (25-35 hours weekly)
Job type:	Contract
Contract End:	April 2027
Vacancies:	One (1)
Reports To:	Principal
Salary Wage:	\$26.54/hr.

Nipissing First Nation is seeking a highly organized, motivated and detail-oriented **Administrative Assistant** to join the Nipissing team. This role ensures smooth office operations by managing reception duties and the smooth day-to-day operation of the school office.

What You'll Do in the Role

- Serve as the first point of contact for students, staff, parents and the public.
- Manage front office operations including answering phones, emailing and greeting visitors.
- Maintain student records, attendance and confidential files.
- Support the Principal and teaching staff with scheduling, communication and clerical tasks.
- Prepare Correspondence, reports and documentation as required.
- Order and maintain office and school supplies.
- Assist with school event coordination and communications.
- Ensure the confidentiality and security of all records and information
- Assist the Principal and Vice Principal with scheduling, correspondence, and clerical duties
- Prepare letters, forms, memos, and reports
- Coordinate and support school events, staff meetings, and PD days
- Process invoices, receipts, and petty cash
- Maintain basic bookkeeping or reporting records as required
- Communicate with families regarding attendance, events, and emergencies



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- Coordinate information sharing between school departments
- Maintain confidentiality and professionalism at all times
- Support crisis response and safety protocols
- Complete tasks as directed by school administration

♥ ♥ 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
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🌴 Vacation Time:

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

- Must have post-secondary education in Office Administration or a related field.
- Must have a minimum of 2 years of relevant administrative or office experience
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Etc.).
- Ability to work independently and as part of a team.
- Respect for Indigenous culture, values and community engagement.
- CPIC (Criminal Record Check) and Vulnerable Sector Screening required upon hiring.
- Strong time management and ability to prioritize tasks effectively



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- Detail-oriented with consistent accuracy in recordkeeping
- Clear and professional verbal and written communication
- Strong interpersonal skills with ability to interact respectfully with students, staff, and the public
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with school software such as PowerSchool, Google Workspace, and office equipment
- Able to anticipate needs and respond proactively
- Demonstrates sound judgment and decision-making in daily operation
- Maintains privacy of student and school information
- Demonstrates a high level of integrity and professionalism
- Works cooperatively with school staff and administration
- Supports a positive, inclusive, and culturally respectful school 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 – October 17, 2025,

Only open to registered Nipissing First Nation members.

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

Round 2 – October 24, 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 31, 2025,

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

Posting will remain open until the position is filled.

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:



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✉ 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.*