



## Employment Opportunity

### Executive Assistant

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Department:	Administration
Posting Date:	February 6, 2026
Location:	Garden Village, Nipissing First Nation, ON
Schedule:	35 Hours per Week
Job type:	Permanent Full Time
Vacancies:	One (1)
Reports To:	Manager, Executive Services
Salary Wage:	\$48,302.08 to \$63,736.10

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Nipissing First Nation is seeking an Executive Assistant to provide administrative and operational support to the Director of Administration & Technology and the Executive Services Manager. This role supports the effective management of Nipissing First Nation by assisting with daily operations, addressing concerns, and maintaining a high standard of confidentiality. The Executive Assistant delivers professional clerical and administrative services and works collaboratively with NFN staff to support a respectful and efficient workplace.

#### What You'll Do in the Role

- To assist the Executive Services Manager 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 of Managers 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.
- Maintains a Procedural Process Binder that outlines each of the duties outlined in this job description.



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- Coordination of Internal Administrative meetings, attend meetings and record minutes and distribute to attendees as needed.
  - Drafting and typing correspondence, reports and internal office communications and directives.
  - Compile data for the preparation of reports.
  - Prepares cheque requisitions on behalf of the Executive Services Supervisor.
  - Assist Councilors with travel arrangements to external governance meetings, gatherings, assemblies, conferences etc.
  - Assists the Receptionist/Clerk in change over of files annually.
  - Assist with funding and grant applications as needed.
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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

### 🌴 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.



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#### What You Bring to the Table

- Must have a diploma in Office Administration
- Must have a minimum of 3 years' experience in office administration
- High level secretarial skills; good knowledge of office practices and procedures.
- Ability to work in a fast-paced environment
- 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.
- Must be able to take Minutes, be good with Time Management & Scheduling
- Must be dependable and reliable

#### 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 February 20 , 2026,

*Only open to registered Nipissing First Nation members.*

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

#### Round 2 – Closing February 27, 2026,

*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 March 6, 2026,

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](mailto: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.***