AOPFN EMPLOYMENT OPPORTUNITY

Executive Assisant

Department: Consultation

Supervisor: Neyagada Wabandangaki Operations Manager
Starting at $51,259.00 annually - 35 hour a week - 1 yr/ Fixed Term with Possibility of Permanency
Deadline to Apply: Friday, November 13, 2026 at 4:00PM

SUMMARY:

The Executive Assistant provides administrative and operational support to the Neyagada Wabandangaki Guardians Program (NWGP). Reporting to the Operations Manager, the position is responsible for office administration, reception services, financial administration, and coordinating program activities. The Executive Assistant also supports consultation projects and other initiatives by ensuring administrative processes, documentation, and timelines are managed efficiently, professionally, and in accordance with AOPFN policies and procedures.

DUTIES AND RESPONSIBILITIES:

1.Program Management and Administration:

- Analyze incoming and outgoing memoranda, submissions, and reports; directs follow-up and maintains central filing.
- Conducts research, compiles data, and prepares reports and briefing notes, submissions, and papers for consideration to management.
- Develops and establishes policies, procedures, and routines to ensure information flows with Consultation, Administration and Chief and Council
- Develops and establishes policies, procedures, and routines to ensure an effective and efficient administrative operations
- Assists NW Operations Manager with following up on directions from Consultation Manager, Council and Executive Director
- Ensures all administrative records, reports, assignments, meetings follow ups/further actions and correspondence are maintained by utilizing a “bring forward” system
- Collects and compiles all monthly reporting by staff and ensures that it is completed (program updates, calendars, evaluations)
- Assists with preparation and monitors the implementation of NWGP workplans and Program budgets

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENETS:

- **Post-Secondary Certificate/Diploma in Executive Administration or Office Administration preferably with experience in a related field/environment with 3 years experience OR**
- **A combination of a secondary school diploma with a minimum of three years’ work experience in the office administration and/or related field, and**
- **Experience working with First Nation people/groups an asset**

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:
Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca
Subject Line: Executive Assistant – Consultation
Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.
Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:
a) the qualified indigenous person who is an Algonquin; then to,
b) the qualified indigenous person; then to,
c) the qualified non-indigenous candidate.
Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account
  (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.
AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.