AOPFN EMPLOYMENT OPPORTUNITY

Administrative Assistant

Department: Political Office

Supervisor: Manager, Political Office

Starting at $47,320.00 Annual Salary

Full-Time, Permanent - 35 hrs/ week.

Deadline to Apply: Friday, November 13th, 2026 at 4:00PM

The Algonquins of Pikwakanagan First Nation provides for the Political Operations and as a minimum provide for the administrative services to meet the community needs.
Assists the Manager of Political Office in the day-to-day political, administrative duties of the Algonquins of Pikwakanagan First Nation.

DUTIES AND RESPONSIBILITIES:

1.Program Assistant and Administration

- Provides backup coverage and administrative support, as required, for the accurate recording, preparation, and documentation of minutes for all regular, special, and community meetings.
- Provides administrative, technical and support to the Chief and Council.
- Provides regular communication with federal and provincial government, internal departments, businesses, agencies, organizations, and the First Nation membership.
- Drafting and typing correspondence, reports, and memoranda; arranges as to format and methods of presentation in accordance with standard practices.
- Processing incoming correspondence (regular mail, email, facsimiles, texts, etc.,) and responding to routine inquiries; dissemination of information for action.
- Assisting the Manager of Political Operations and the Chief and Council in preparing preliminary written responses on various issues including views and comments of the Council in a timely manner.
- Keeps informed of the Manager of Political Operations and Chief and Council's schedules and advises of changes and assists in re-scheduling as required.
- Provides administrative support, as required, with Council meeting agendas, information packages, distribution of materials, and recording of minutes for regular and special meetings.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Successful completion of post-secondary in an Administrative Assistant or clerical study field. OR, successful completion of secondary school education diploma with relevant cultural appropriate experience in an office environment.
- A minimum of a valid class "G" driver's license and access to a dependable vehicle with the ability to travel to various locations in Renfrew County and District as required.

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: Administrative Assistant
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.