



SUMMER STUDENT EMPLOYMENT OPPORTUNITY

Office Clerk Summer Student – Consultation

Department: Consultation

Supervisor: Manager, Consultation

Tenure: Start Date July 06, 2026 (7 weeks)

\$18.15 per hour

Deadline to Apply: Friday, June 5 at 4:00 p.m.

The role provides comprehensive administrative and reception support, including handling correspondence, filing, scheduling, and preparing documents such as letters, presentations, and reports. Responsibilities also include organizing meetings, coordinating field worker schedules, and assisting with targeted communications such as mail outs. The position manages various reception duties, and contributes to quality management by documenting front desk concerns, participating in team meetings and staff development activities, and promoting cultural awareness, sensitivity, and the values of the AOPFN in all interactions.

DUTIES & RESPONSIBILITIES:

1. Administrative Support:

- Completes all assigned administrative tasks i.e. correspondence, filing systems, bring forward systems, assisting with preparing letters, briefing notes, presentations, news copy, communiques, databases, etc., and arranges as to format
- Assists with general and targeted membership mail outs Provides photocopying, scanning, shredding services
- Arranges meetings (virtual, in person, community, committee, team), including notices, confirmations, location, set up, accommodations, etc.
- Assists with scheduling of field workers
- In all dealings promote cultural awareness, sensitivity and values of education, healthy well-being and long-term success of the Algonquins of Pikwakanagan First Nation

2. Reception Services:

- Answers and forwards incoming calls; takes messages as required
- Greets visitors entering the office, confirms staff availability, direct visitors to destination

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Strong attention to detail with the ability to manage multiple administrative tasks efficiently.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Friendly, courteous, and professional when dealing with the public and colleagues.

WORKING CONDITIONS

- Work involves extensive public contact, working in a busy or distracted environment, sitting for long periods of time, operating standard office equipment and local travel.

How to Apply:

- **INCLUDE YOUR TOP 3 STUDENT JOB PREFERENCES**
- Cover Letter / Current Resume

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Maintenance– Summer Student

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)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 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.