



**Algonquins of Pikwakanagan
First Nation**
SELF GOVERNMENT

EMPLOYMENT OPPORTUNITY
Special Project
Administrative Assistant Position

Description:

The Algonquins of Pikwakanagan First Nation (AOPFN) is seeking an Administrative Assistant for the Self Government negotiations. This person will report to and take direction from the Sr. Administrator and provide administrative support to the Self-Government Team and the Chief and Council. This flexible, organized, and adaptive individual will be responsible for a wide variety of administrative support services to facilitate and contribute to the efficient daily operations of the work being undertaken. Duties include a wide variety of tasks such as general clerical activities, data entry, scheduling, note-taking, and transcription, responding to emails, planning and organizing meetings and surveys, website maintenance, and other office support functions as required.

Basic

Requirements:

Persons of First Nations descent will be given preference (s. 16 (1) *CHRA*). Successful completion of secondary school and a certificate in administrative studies or equivalent combination of education and 2+ years of relevant experience. Advanced knowledge and skills for performing more complex tasks. Advanced interpersonal skills with demonstrated verbal and written proficiency and ability to initiate effective interaction and collaboration at all levels and with a variety of individuals and leadership. Programs to be familiar with include; Microsoft Teams, SharePoint, Microsoft Outlook, Microsoft Powerpoint, Microsoft Word, Excel, Zoom, Otter.ai, Mailchimp, SurveyMonkey, WordPress & Elementor.

**Abilities
& Skills:**

Strong team player. Demonstrated organizational and time management skills with the ability to multi-task and set priorities. Attention to detail and demonstrated ability to gather and collate large amounts of information. Adaptable, flexible, and member service focused.

Proficient in English and FN language an asset.

Salary Range:

\$50,000 – 57,000; Commensurate with experience and competitive with industry standards

Location:

Pikwakanagan, Ontario, remote work is acceptable due to Covid 19

Duration:

Contract position (subject to available funding)

Closing Date:

March 5, 2021, by 4:00 p.m.

Individuals who feel they are qualified are invited to submit a covering letter/email along with a current resume electronically to:

AOPFN

1657A Mishomis Inamo, Pikwakanagan, ON K0J 1X0

chiefcouncil@pikwakanagan.onmicrosoft.com

Direct inquiries (613) 625-2800 ext: 228

Interviews will be held via zoom.

While we appreciate all applications, only those candidates short-listed for an interview will be contacted. AOPFN welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Three references are required.

AOPFN may cancel, postpone, or revise employment opportunities at any time.