Administrative Assistant to Chief and Council

Full-time Permanent

Summary:

The Administrative assistant to Chief and Council works under the direct supervision of Chief and Council and provides high-level administrative, clerical, and coordination support to ensure the effective governance and leadership operations of Netmizaaggamig Nishnaabeg. This position requires professionalism, discretion, strong organizational skills, and the ability to manage confidential and sensitive information.

Qualifications:

- Secondary School Diploma required;
- Administration, Legal Assistant, Business Administration Certificate, or equivalent diploma preferred;
- Minimum two (2) years experience in an administrative or executive support role;
- Experience supporting senior leadership, elected officials, or governance bodies is considered an asset;
- Demonstrated ability to manage confidential and sensitive information with discretion;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook);
- Excellent telephone, interpersonal, and customer service skills;
- Strong verbal and written communication skills;
- Highly organized, detail-oriented, and able to manage competing priorities;
- Knowledge of First Nation governance, protocols, and community engagement is an asset.

Responsibilities:

- Provide direct administrative support to Chief and Council;
- Manage calendars, meeting schedules, and travel arrangements;

- Prepare agendas, briefing materials, letters, reports, and presentations;
- Coordinate Chief and Council meetings and community meetings;
- Record accurate meeting minutes and circulate accordingly;
- Act as first point of contact for Chief and Council inquiries;
- Maintain governance records and filing systems;
- Support communication between leadership, staff, and community members;
- Uphold confidentiality and integrity;
- Other duties as assigned.

Closing Date: Until Filled

Application Process:

Please submit a cover letter and resume to:

Trisha Golding

Human Resources Manager

Email: trisha.golding@picmobert.ca

Phone: (807) 822-2134 ext. 216

With a CC to:

Joe Moses, CEO

Email: joe.moses@picmobert.ca

Conditions of Employment:

The employees of Netmizaaggamig Nishnaabeg are expected to be examples of healthy and positive living and as such, any offer of employment would be conditional on the candidate providing a satisfactory drug screening test and CPIC / Vulnerable Persons check. We thank you for your application, however, only those selected for an interview will be contacted.