

COUCHICHIING FIRST NATION – JOB POSTING



Executive Assistant

(Internal / External posting)

Couchiching First Nation is seeking a permanent full-time Executive Assistant. The ideal candidate will have a background in administration, excellent communication skills, and meticulous attention to detail. Join our team and play a key role in supporting the leadership of Couchiching First Nation.

Position Summary:

The Executive Assistant reports directly to the CEO of Couchiching First Nation to provide comprehensive administrative support. This position is responsible for a wide range of administrative functions and is a key executive resource for both the CEO and Chief & Council.

Duties & Responsibilities:

- Manage and coordinate calendars, meetings, and travel arrangements for the CEO and Chief & Council.
- Serve as a primary point of contact between management, CEO and Chief and Council.
- Prepare and edit correspondence, reports, presentations, and other documents.
- Handle confidential information and sensitive matters with discretion and professionalism.
- Coordinate planning and execution of organizational events.
- Schedule and coordinate management meetings on behalf of the CEO.
- Schedule and coordinate Chief and Council meetings.
- Monitor and prioritize email and communications for the CEO and Chief & Council ensuring timely responses.
- Conduct research and gather data to support leadership decision-making.
- Take meeting minutes when required.
- Perform other related duties as required.

Qualifications & Experience:

- Completion of a post-secondary education program (ideally in Business Administration, Office Management, or related field) is an asset.
- Previous experience in an administrative role.
- Must have a good understanding and respect for Couchiching First Nations culture traditions, practices and lifestyles.
- Excellent verbal and written communication skills.
- High level of attention to detail and accuracy.
- Proficient in Microsoft Office Programs.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Ability to provide a Criminal Record Check
- Valid G level drivers licence and access to a vehicle.

How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

By Email: recruitment@couchiching.ca

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Postal mail, or in person at:

Human Resources
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario
P9A 3M3

Deadline: Open until filled.

All suitable, qualified Couchiching Band members shall be given first preference.

While we appreciate all who apply, only those selected for an interview will be contacted.

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request.
for candidates taking part in all aspects of the selection process.*