



EMPLOYMENT OPPORTUNITY

Executive Assistant Intern

26-Week Contract Full-Time Position

Only Couchiching First Nation Members May Apply
Shooniyaa Wa-Biitong Funded Position

GENERAL DESCRIPTION

The Executive Assistant Intern (EAI) is a 26-week contract full-time administrative position. The EAI is responsible for assisting the Executive Assistant to deliver administrative support for the First Nation's Chief, Council, and its sub-committees.

QUALIFICATIONS

1. College Diploma or Certificate in Business, plus two years' experience, OR Ontario Secondary School Diploma (Grade 12), and specialized course work in General Business practice, plus four years' experience; and
2. Proficiency with software (Microsoft Office); and
3. Demonstrated ability to establish, and maintain, paper and electronic filing systems; and
4. Demonstrated ability to generate reports and organize data; and
5. Excellent organizational, and administrative skills; and
6. Demonstrated knowledge of English spelling, grammar, and composition; and
7. General knowledge of community services, customs and traditions.
8. Ability to speak Ojibway

Applications will be accepted until 4:00 p.m. CST, September 20, 2019. Applications must include resume, cover letter, and three (3) employment related references (one of which must be from a current or recent supervisor), with permission to contact these references.

Please submit application to:

Amanda French, Human Resource Manager
Couchiching First Nation
RMB 2027, R.R. #2
Fort Frances, Ontario
P9A 3M3
Email: cfnhr@vianet.ca
Fax: (807) 274-6458

*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.
All late applications will be returned unopened.*

All incomplete applications will be returned to the applicant.

CFN welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspects of the selection process.