



Employment Opportunity

The Southern First Nations Secretariat is now accepting applications for the position of:

Administrative Assistant (Summer Student)

- Eligible participants are aged 15 to 30 inclusively.
- Youth that ordinarily reside on reserve (may be temporarily off reserve for the primary purpose of seeking education).

POSITION REPORTS TO: Executive Assistant

WAGE/HOURS: \$17.00/hour
37.5 hours per week

POSITION SUMMARY: Under direct supervision of the Executive Assistant, the Administrative Assistant (Summer Student) will be responsible for assisting with daily administrative duties of the Administration department.

DUTIES & RESPONSIBILITIES:

- Provide clerical support to SFNS staff by assisting with the transferring of files to a new document management system.
- Assist in the planning, executing and delivery of a variety of SFNS led special events.
- Manage inventory and supplies, process orders from all departments.
- Manage electronic waste.
- On occasion, provide reception duties which includes answering the main phone line, greeting and directing clients, and log and distribute incoming correspondences.
- Assist with other related duties/projects as required.

QUALIFICATIONS:

- Previous work experience within a First Nation community/organization, an asset.
- Previous administrative work experience, an asset.
- Familiarity with multi-line telephone system, scanner, photocopier and other general office equipment.
- Computer skills (i.e. Microsoft Office - Word, Excel, Outlook).
- Must have the ability to work independently or in a team environment.
- Excellent oral, organizational and written communication skills.
- **Applicants must be between the ages of 15-30 years of age, a full-time student and returning to school in the fall of 2024.**
- Must have access to reliable transportation.



Closing Date: Friday, April 19, 2024 at 4:00 p.m.
Interviews are tentatively scheduled for Friday, April 26, 2024

Length of Position: 16 Weeks
(May 6, 2024 – August 23, 2024)
Based on availability of funding. Start date is subject to change.

Please submit via email a cover letter, resume, and three current written employment and/or character references to:

Lori Fisher, Executive Assistant
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Email: exec.assistant@sfns.on.ca

**Please clearly mark your subject line:
"Confidential – Administrative Assistant (Summer Student)"**

Please ensure to include your contact information including phone number and email address in your cover letter/resume.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.