



EMPLOYMENT OPPORTUNITY (3rd Posting)

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

Post-Secondary Administrative Assistant (SUMMER STUDENT)

**** Eligible participants are aged 15 to 30 inclusively ****

POSITION REPORTS TO: Post-Secondary Manager

WAGE/ HOURS: \$16.00/hour
37.5 hours per week

POSITION SUMMARY: Under direct supervision of the Post-Secondary Manager, the Post-Secondary Administrative Assistant will be responsible for assisting with daily administrative duties of the Post-Secondary Department.

DUTIES & RESPONSIBILITIES:

- Provide a variety of clerical support functions to the Post-Secondary Department.
- Assist the department in file management, communications, including social media and marketing.
- Assist with obtaining relevant post-secondary information for the SFNS Bi-Monthly Newsletter.
- Assist staff in typing, e-filing, and emailing as required.
- Assist in the preparation of virtual meetings and recording minutes as required.
- Provide other clerical/administrative duties as required.

QUALIFICATIONS:

- Previous work experience within a First Nation community/organization, an asset.
- Previous administrative work experience, an asset.
- Computer skills (i.e. Microsoft Office - Word, Excel, Outlook).
- Must have ability to follow direction.
- Must have the ability to work efficiently and effectively as a team member.
- 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 2022.**



Closing Date: Friday, June 24, 2022 at 4:00 p.m.
Interviews are tentatively scheduled for Thursday, June 30, 2022

Length of Position: 8 Weeks
(July 4, 2022 – August 26, 2022)
Possibility of extension, based upon funding available.

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
Fax: (519) 692-5976
Email: exec.assistant@sfns.on.ca

**Please clearly mark your subject line:
"Confidential – Post-Secondary 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.