

COUCHICHING FIRST NATION EMPLOYMENT OPPORTUNITY



Executive Assistant Couchiching First Nation

Couchiching First Nation is seeking a highly organized and professional Executive Assistant to support the Executive Director in managing day-to-day operations, strategic initiatives, and communications. This key role involves coordinating meetings, preparing reports, tracking project timelines, and serving as a liaison between the Executive Director and internal departments, Council, and external partners. The Executive Assistant will also handle financial documentation, governance materials, and confidential records with discretion.

The ideal candidate will have post-secondary education in office or business administration and at least two years of experience in a senior administrative support role, preferably within an Indigenous or not-for-profit organization. Strong communication skills, attention to detail, and the ability to manage multiple priorities are essential. Proficiency in Microsoft Office, professionalism, and an understanding of Indigenous governance and community protocols are strong assets.

Applicants must meet the following criteria:

- Post-secondary diploma or degree in office administration, business administration, or a related field.
- Prior experience working with Indigenous communities and/or organizations is preferred.
- Minimum 2 years of experience in an administrative support role, preferably supporting executive leadership.
- Demonstrated experience working in Indigenous or non-profit environments is an asset.
- Strong organizational and time-management skills, with the ability to prioritize multiple tasks effectively.
- Excellent written and oral communication skills.
- High degree of professionalism, discretion, and confidentiality.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and comfort with technology and digital tools.
- Knowledge of Indigenous governance, culture, and community dynamics is a strong asset.
- Able to travel and work overtime when required;
- Ability to speak Ojibway or a willingness to learn the language is considered an asset;
- Current First Aid and CPR certification or a willingness to obtain the same;
- Must provide a Criminal Vulnerable Sector Check;

Must possess a valid Ontario Driver's License – Class "G", and able to submit a current driver's ab Salary commensurate with education and experience. All applicants will be subject to a Criminal Record Check (with Vulnerable Section Query), and Child Abuse Registry Check. Interested parties should apply in writing to:

Deadline: March 27, 2026, by 4:00PM CST.

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

Postal mail, or in person at:

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



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. Accommodations are available upon request. for candidates taking part in all aspects of the selection process.