

# COUCHICHING FIRST NATION EMPLOYMENT OPPORTUNITY

## Social Services Executive Assistant



Couchiching First Nation is seeking a highly organized Social Services Executive Assistant to provide comprehensive administrative and project support related to the development and implementation of a First Nation childcare law. This 1-year contract position, with the possibility of extension contingent upon funding, requires professionalism, discretion, and the ability to manage complex schedules, sensitive information, and multi-stakeholder communication. The Executive Assistant will play a key role in ensuring smooth project operations by managing calendars, coordinating meetings and travel, preparing expense reports, and drafting and proofreading correspondence. They will support project planning and timelines, maintain well-organized electronic and physical filing systems, prepare agendas, document meeting minutes, follow up on action items, and assist in coordinating engagement activities involving community members, agencies, ministries, Child Services, Chief and Council, and internal program areas.

### Applicants must meet the following criteria:

- Bachelor's degree in business administration, public policy, social sciences OR an associate degree with experience OR a certificate in office administration.
- 3+ years administrative support experience.
- Experience working with Indigenous communities.
- Project coordination and management experience.
- Proficiency in Microsoft Office Suite, PowerPoint, Outlook, Adobe, Teams.
- Understanding of trauma-informed practices.
- Strong oral and written communication skills.
- Knowledge of Couchiching First Nation resources.
- Knowledge of Indigenous customary care and Bill C-92.
- Proficiency in computer skills and data entry.
- Valid Driver's License.

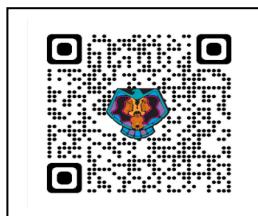
**Deadline:** February 2, 2026, by 4:00PM CST.

### 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.

### Full job description available upon request.

**By Email:** [recruitment@couchiching.ca](mailto: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. Accommodation is available on request for candidates taking part in all aspects of the selection process.*