



Employment Opportunity

Position Title: Executive Assistant to the Chief & Council
Governance and Administration Department

Location: Magnetawan First Nation
10 Highway 529, Britt, ON P0G 1A0

Classification: Full-Time Permanent

Reports to: Executive Director / Chief & Council

Salary: \$31.25 per hour to \$34.78 per hour (\$56,875 to \$63,300 Annually)
(Commensurate with qualifications and experience)

Duration: 35 hours/week (Monday – Thursday)
2-week Christmas closure

Closing Date: Friday, September 12, 2025.

JOB DESCRIPTION & REQUIREMENTS:

The Chief and Council Office provides leadership, governance, and strategic direction for the community of Magnetawan First Nation. The Assistant to the Chief plays a critical supporting role in ensuring the efficient operation of the Chief's day-to-day schedule, communications, and administrative tasks. This position requires a high level of discretion, professionalism, and respect for community protocols and confidentiality.

Reporting directly to the Chief and working collaboratively with the Executive Director, the Assistant to the Chief provides administrative, logistical, and communications support. The ideal candidate is organized, diplomatic, and has a strong understanding of the importance of Indigenous governance, leadership, and community engagement.

KEY RESPONSIBILITIES:

- Provide daily administrative support to the Chief, including scheduling, correspondence, travel coordination, and filing.
- Draft, edit, and manage internal and external communications on behalf of the Chief.
- Prepare meeting agendas, take minutes, and ensure timely follow-up on action items.
- Assist with organizing meetings, community engagements, and official events involving the Chief.
- Liaise with Council members, department heads, community members, and external partners.
- Maintain accurate and confidential records, correspondence logs, and briefing documents.

- Monitor and manage incoming requests, emails, and information directed to the Chief's office.
- Support the preparation of reports, presentations, and briefing packages as needed.
- Ensure the Chief is fully briefed and supported in advance of meetings and public events.
- Other duties as assigned to support the effective operation of the Chief and Council Office.

REQUIRED KNOWLEDGES, EXPERIENCES, AND SKILLS:

- Post-secondary education in administration, political science, Indigenous governance, communications, or a related field; or a combination of equivalent education and relevant experience.
- 2–3 years of experience in a senior administrative support role, preferably in a government, First Nation, or non-profit setting.
- Strong knowledge of First Nation governance structures and community protocols.
- Excellent written and verbal communication skills.
- Highly organized, detail-oriented, and able to manage competing priorities in a fast-paced environment.
- Ability to handle confidential and sensitive information with discretion.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and digital communication tools.
- Knowledge of Anishinaabemowin and Anishinaabe culture and values is a strong asset.
- Experience working in First Nation communities is an asset.
- Satisfactory Vulnerable Sector Police Record Check
- Drivers abstract
- Must have a valid driver's license and access to reliable transportation.

Please submit a cover letter, resume, and three references to applyvia@mnp.ca by Friday, September 12, 2025 at 6pm EST. Preference will be given to Magnetawan First Nation Band Members and qualified individuals of Indigenous descent, but this post is open for all to apply.

Please include “Executive Assistant to the Chief and Council” in the subject line.