Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

Appointment Coordinator

Summary:

The Lac Seul First Nation is seeking a highly organized and dependable **Appointment Coordinator** to join our Education Department. Reporting to the Education Director, this position plays a vital role in supporting departmental operations, ensuring efficient scheduling, and strengthening engagement with students, parents, and community members.

This is an excellent opportunity for someone who values education, community service, and teamwork, while contributing to the success and development of our Nation.

Please note: The work location for this position will be based in Whitefish Bay (1 day per week) and Kejick Bay (4 days per week).

Key Responsibilities

- Schedule and coordinate appointments for educational consultations, meetings, and community engagements.
- Maintain and manage the Education Department's calendar.
- Provide administrative support including agendas, minutes, and records management.
- Serve as the first point of contact for appointment-related inquiries.
- Foster positive relationships with students, parents, and community partners.
- Ensure scheduling processes are efficient, accurate, and culturally respectful.
- Assist in preparing and distributing appointment reminders, notices, and follow-up communications.
- Support the coordination of travel, logistics, and resources for educational meetings or community events.

Qualifications:

- College diploma in administration, education, or related field.
- 2–3 years of administrative experience (experience within a First Nations or educational setting is an asset).
- Knowledge of administrative policies and procedures.
- Understanding of the educational and cultural needs of First Nations communities.
- Strong organizational, communication, and interpersonal skills.
- Proficiency with Google Suite, Microsoft Office, and scheduling tools.
- Demonstrated ability to handle multiple priorities with attention to detail.
- Commitment to confidentiality, integrity, and client service.
- Must have a valid G license and access to a vehicle.

Location: Lac Seul First Nation
Rate: Wages start at **$25.40/hour** **based on qualifications and experience.*
Term: Full-Time
Hours: 35 hours per week
Closing: **OPEN UNTIL FILLED.**

LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as many other great benefits

Please submit a cover letter along with a resume, and written permission for LSFN People & Culture Department to contact two employment references (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Attention: C/o PC Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: **resumes@lacseulfn.org**

Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by indigenous persons who are non-LSFN band members. Where there are no suitably qualified indigenous persons available for a position, the most suitably qualified non-indigenous candidate will be hired.