

COUCHICHIING FIRST NATION – JOB DESCRIPTION



EXECUTIVE ASSISTANT

Primary Function:

Reporting directly to the Executive Director, the Executive Assistant provides comprehensive administrative support to the organization's Leadership. This position is responsible for a wide range of administrative functions and will act as key executive resource for both the Executive Director and Chief & Council.

Duties and Responsibilities:

- Manage and coordinate calendars, meetings, and travel arrangements for the Executive Director and Chief & Council.
- Serve as a primary point of contact between management, Executive Director and Chief an Council.
- Prepare and edit correspondence, reports, presentations, and other documents.
- Handle confidential information and sensitive matters with discretion and professionalism.
- Coordinate planning and execution of organizational events.
- Schedule and coordinate management meetings on behalf of the Executive Director.
- Schedule and coordinate Chief and Council meetings.
- Monitor and prioritize email and communications for the Executive Director and Chief & Council ensuring timely responses.
- Conduct research and gather data to support leadership decision-making.
- Take meeting minutes when required.
- Perform other administrative duties as assigned.

Qualifications:

- Completion of a post-secondary education program (ideally in Business Administration, Office Management similar or related field) would be considered an asset.
- Previous experience in an administrative role.
- Excellent verbal and written communication skills.
- High level of attention to detail and accuracy.
- Proficient in Microsoft Office Programs.
- Ability to manage multiple tasks and priorities in a fast-paced environment.

Conditions of Employment:

- Successful completion of a Criminal Record Check
- Acknowledgement and agreement to all CFN Policies, Procedures and Guidelines upon hire.

Application Instructions:

- **Please submit your resume and cover letter to the Human Resources Manager at elisa.mcleod@couchiching.ca or by dropping it off at the Couchiching First Nation Band Office located at RMB 2027, RR. #2, Fort Frances, ON P9A 3M3.**