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## **EMPLOYMENT OPPORTUNITY**

### **Emergency Services Assistant**

#### **Summary:**

The Emergency Services Assistant, under the direction of the Director of Emergency Services, provides front-office reception and general administrative support services to the department, including filing, data entry, scheduling, taking notes for the Director of Emergency Services, and working in conjunction with Communications to provide community updates on ongoing disasters/emergencies as needed. The Emergency Services Assistant will also be responsible for coordinating service on equipment for the department as required, among other administrative duties. The Emergency Services Assistant will be required to attend field calls in place of the Director as necessary, assist with Animal Control Services, and liaise with service providers in the Lac Seul and Sioux Lookout catchment areas.

#### **Job Duties:**

- Manage the Director of Emergency Services schedule through planning and coordinating, organizing, and setting appointments.
- Arrange, coordinate, and disseminate travel itineraries.
- Perform general administration duties; keeping database of all Emergency Services content on SharePoint, prepare packages for meetings, meeting minutes, briefing notes and agendas, filing, photocopying, answering phones, transcribe recordings.
- Maintain organized electronic and hard copy filing systems.
- Schedule and attend meetings, prepare agendas, and complete minutes/summaries.
- Create forms/documents, other schedules as requested, record and tracking of information.
- Timely coordination of information shared to Communications department and other necessary contacts to ensure community stays informed.
- Conduct inventory on supplies, ensuring all products are not expired/spoiled.
- Duties may include having to work occasional evenings or weekends in the region.
- Travel when required.
- Willing to work overtime as required.
- Other duties may be assigned.

#### **Qualifications:**

- High School Diploma or equivalent.

- The ability to obtain Incident Command System 100, Emergency Operations Center Essentials, and Emergency Management Information Officer courses.
- 1-2 years administrative experience preferred.
- Working knowledge or willingness to learn about legislation and records management practices applicable to the work and operations and functions of the Lac Seul First Nation Bylaws, federal and provincial legislation, and policies, and in accordance with the Office of the Fire Marshall.
- Ability to maintain a high degree of confidentiality.
- Excellent oral and written communication skills.
- Ability to communicate in the local language would be an asset.
- Ability to multi-task.
- Ability to work independently and/or in a group setting.
- Proficient in Microsoft Office 365 Suite (word, excel, power point, share point, outlook).
- Valid Class "G" driver's license, clean driving record, and access to reliable vehicle.

**Location:** Lac Seul First Nation, ON  
**Rate:** Wages start at **\$26.61 per hour** *\*based on qualifications and experience.*  
**Term:** Full-Time  
**Hours:** 35 hours per week (overtime may be required).  
**Closing:** **Open Until Filled**

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

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