



Executive Assistant

FTE: 1.0

Status: Permanent

Competition Number: MTGADM01-26

Closing Date: March 18, 2026 @ 4:30pm

Salary: \$35.82 - \$45.53 per hour.

The Gizhewaadiziwin Health Access Centre is a community based, Indigenous controlled, Primary Care service that combines western curative care with traditional Ojibway healing philosophies and practices. The Access Centre provides clinical, social, health promotion and preventive services, as well as, access to traditional Ojibway healers.

Summary of Position:

The Executive Assistant (EA) provides high-level strategic, governance, and operational support to the Executive Director of Gizhewaadiziwin Health Access Centre (GHAC). This role is integral to advancing GHAC's mission of delivering culturally grounded, Indigenous-governed primary health care rooted in community, culture, and land.

The EA serves as a trusted advisor and liaison between the Executive Office, Board of Directors, community leadership, funders, and external partners. The position requires discretion, strong organizational acumen, political awareness within Indigenous governance contexts, and a deep respect for cultural protocols and community relationships.

Qualifications:

- Diploma or degree in Business Administration, Office Administration, Public Administration, or related field (or equivalent experience).
- Minimum 3–5 years' experience supporting senior leadership or executive-level positions.
- Experience in healthcare, Indigenous organizations, or not-for-profit sector preferred.
- Knowledge of Indigenous health systems in Ontario considered an asset.
- Ability to handle sensitive patient information confidentially.
- Clean Vulnerable Sector Criminal Reference Check and Driver's Abstract required.
- Ability to speak Ojibway and prior experience in working with Aboriginal people, a definite asset.
- Experience and understanding of local Indigenous communities and culture within the Southern Region of Treaty #3.
- First Nations, Inuit or Métis candidates are encouraged to apply. Please self-identify.

As a part of our team, you will be eligible for:

- 100% employer-paid health care benefits;
- Become a member of the Healthcare of Ontario Pension Plan (HOOPP);
- Six (6) paid Personal Leave Days a year;
- 3 weeks (starting) paid vacation subject to increase quickly over tenure;
- Invited to actively participate in cultural and traditional teachings and knowledge.

Vision: Mino Bimaadiziwin

Mission: We embody Gizhewaadiziwin by delivering safe and high-quality services rooted in Indigenous Worldview. We are committed to wholistic services that integrate traditional healing methods with western health care to strive for Indigenous Health Equity and Mino Bimaadiziwin.

Values: Nibwaakaawin – Wisdom ◦ Zoongide'ewin – Bravery ◦ Dabasendizowin – Humility ◦ Zaagi'idiwin – Love ◦ Gwekwaadiziwin – Honesty ◦ Debwewin – Truth ◦ Manaaji'idiwin – Respect ◦ Boonedamowin – Forgiveness



GIZHEWAADIZIWIN
Health Access Centre

A complete Job Description is available by contacting the Human Resources Department at 274-3131.

Qualified applicants are invited to submit a covering letter referencing the competition number, resume, 3 work related references (*one must be from a current or most recent supervisor*) and written authorization to contact references.

Attention: Human Resources
Gizhewaadiziwin Health Access Centre
P.O. Box 686
Fort Frances, ON P9A 3M9
careers@gizhac.com

Gizhewaadiziwin is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interviewing, please advise if you require accommodation.

Vision: Mino Bimaadiziwin

Mission: We embody Gizhewaadiziwin by delivering safe and high-quality services rooted in Indigenous Worldview. We are committed to wholistic services that integrate traditional healing methods with western health care to strive for Indigenous Health Equity and Mino Bimaadiziwin.

Values: Nibwaakaawin – Wisdom ◦ Zoongide'ewin – Bravery ◦ Dabasendizowin – Humility ◦ Zaagi'idiwin – Love ◦ Gwekwaadiziwin – Honesty ◦ Debwewin – Truth ◦ Manaaji'idiwin – Respect ◦ Boonedamowin – Forgiveness