



# ATTAWAPISKAT FIRST NATION

P.O. Box 248  
Attawapiskat, Ontario P0L 1A0

Reposted July 20, 2017

## Job Opportunity

Under the direction of the Chief and Deputy Chief of the Attawapiskat First Nation, the First Nation is seeking a responsible person to oversee the day-to-day management of the offices of the Chief and Deputy Chief. This person would be responsible for drafting correspondence, and scheduling meetings, organize files, scheduling travel, etc, on behalf of the Chief and Deputy Chief.

**Position:** Associate Executive Assistant

**Duration:** Full Time

**Salary:** As per First Nation Pay Scale

### Summary of Duties:

- Schedule daily activity of Chief and Deputy Chief
- Makes appointments on behalf of the Chief and Deputy Chief
- Provide draft correspondence as required
- Organizes, and maintains files of the Chief and Deputy Chief
- Acting Executive Secretary during her absence from office
- Performs all other related duties as required by Chief and/or Deputy Chief
- Must attend Chief/Deputy Chief meetings for the purpose of recording when requested

### Summary of Qualifications:

- Grade 12 Graduate or combination of work experience.
- Must be able to effectively communicate with members of the public
- Must be able to handle matters in a discreet fashion and be able to keep items confidential
- Must have strong organizational skills
- Ability to communicate in the Cree language an asset
- Must be of good moral character

**Deadline for Application:** Wednesday, August 3, 2017 at 1600 hours (4:00 p.m.)

**Applications must include:** Cover letter, resume with three (3) references and Current police check (CPIC)

**Send applications to:** Lorraine Koostachin  
A/ Director of Operations  
Attawapiskat First Nation  
P.O. Box 248  
ATTAWAPISKAT, ON  
P0L 1A0

**Mark Envelope: Office of the Chief– Assistant**