Employment Opportunity
Natoaganeg First Nation

Position Title: Administrative Services Intern
Program: Natoaganeg Community Development
Salary: $20.00-$22.00/hr, based on education & experience
Hours of Work: 75 hours bi-weekly
Status: Full-time, One Year

Scope of Position

Under the direction of the Director of Community Development, the Administrative Assistant will perform a wide variety of administrative and support duties, including but not limited to general office, file, and meeting management, and assist with community outreach, engagement sessions, and planned departmental events.

Responsibilities

- Respond to telephone, e-mail, and in-person inquiries from members, clients, and other parties.
- Take and record telephone, e-mail, or written messages for staff members.
- Type forms, letters, reports, and memos as necessary
- Greet Visitors and direct them appropriately
- Maintain contact databases.
- Document scanning and e-filing
- Operate office equipment – personal computer, copier/scanner, telephone system
- Set up and maintain files, materials, information, schedules
- Planning and coordinating events, workshops, etc.

Qualifications and Experience

- Must be able to work independently and be motivated to achieve desired outcomes.
- Experience with Microsoft Office platform. (word, excel, outlook, etc.)
- Priorities change often and quickly in this position, and the candidate must be flexible and willing to change role or responsibilities as required.
- High school diploma or GED
- 18 – 30 years of age
- Out of school
- Unemployed
- Underemployed

Other Requirements

- Successful Criminal Record Check
- Valid driver's license and reliable transportation.
- Ability and willingness to travel as required.
- Professional Development – willing to take training and continually update qualifications and knowledge

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Natoaganeg Band Members. (R.S.C 1985, c H-6, s 16 (1-3)

Interested applicants should submit a resume demonstrating the required qualifications and competencies for the position. Please clearly reference competition **2026-CD-02repost** and forward your application to **Careers@NatoaganegFirstNation.ca** on or before **November 27th, 2026.**

While we thank all who have applied, only those selected for an interview will be contacted.