

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

Funding Administrator

1 year Maternity Leave

Position Summary:

The Funding Administrator is responsible for providing administrative, coordination, and liaison support for community-based programs and administration within Serpent River First Nation. This position supports the administration of the Community Advancement Fund, while also providing administrative support. Working in a team-based environment, the Administrator ensures efficient operations, maintains strict confidentiality, and supports effective communication between Committees, Council, Administration, and community members. This role involves handling sensitive information, coordinating processes, and ensuring timely follow-up on actions and decisions.

Duties:

- Provide administrative assistance to applicants throughout the Community Advancement Fund application process
- Review applications for completeness and follow up with applicants to obtain missing documentation
- Assess applications against established eligibility guidelines and identify appropriate approval pathways
- Coordinate meetings, prepare agendas, meeting materials, and draft Committee minutes for Council review
- Act as a liaison between the Committee, Council, and community members
- Provide information to the community regarding fund parameters, application processes, and timelines
- Support applicants to ensure timely completion of approved projects, including referrals where appropriate
- Strong organizational and time-management skills with the ability to prioritize competing deadlines
- High level of discretion and ability to manage confidential and sensitive information
- Strong interpersonal skills and ability to work effectively with community members, staff, management, and leadership
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and general office equipment
- Maintain secure manual and electronic filing systems
- Follow organizational policies and procedures
- Perform other administrative duties as assigned

Qualifications

- Ontario Secondary School Diploma (Grade 12) minimum
- Certificate or diploma in Business Administration or a related field, or an equivalent combination of education and experience
- Minimum three to five years of progressively responsible administrative or executive support experience

- Experience working in a First Nation organization or community-based setting is an asset

Cultural & Community Knowledge

- Knowledge of and respect for Anishinaabe history, culture, teachings, and values
- Knowledge of the Seven Grandfather Teachings
- Ability to understand Ojibwe is considered a strong asset

Additional Requirements

- Clear Criminal Record Check (CPIC); Vulnerable Sector Check may be required
- Valid Ontario Driver's License First Aid and CPR certification or willingness to obtain

Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources – Funding Administrator
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentrivernfn.com

By: April 24, 2026