

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

ADMINISTRATIVE ASSISTANT
Trust Development Working Group
Term Contract
Full – Time

Position Summary:

The Administrative Assistant provides a complete range of administrative support services to the Serpent River First Nation's Trust Development Working Group (TDWG). The Administrative Assistant functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Serpent River First Nation and contributes to the accomplishment of the strategic priorities.

Duties

The administrative assistant requires extensive communication with members of Serpent River First Nation across multiple platforms, and administrative support within the First Nation administration is necessary to manage the associated logistics.

- Coordinate and perform day to day administrative duties and financial processes for the Trust Development Working Group;
- Prepare, organize, schedule and document TDWG meetings, and other relevant community meetings and events;
- Record and develop meeting minutes as required;
- Conduct research and compile information for draft reports;
- Ensure resource material is available for meetings and special events as required;
- Coordinate travel accommodations, travel claims and honorariums as directed by the TDWG;
- Implement financial processes in the performance of duties such as completing purchase orders, cheque requisitions and requests for payment, as well as securing quotes etc.;
- Coordinate accommodations and meeting logistics such as catering tenders, meeting room bookings, securing cultural supports, meeting documentation, presentations, etc.;
- Order, design, develop and distribute public relations pamphlets and supplies;
- Liaise with advisors, other Trustees, First Nations, lawyers and other agencies and organizations;
- Work collaboratively and cooperatively at all levels in order to support the vision and mission of the Trust Development Working Group;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Ensure detailed records and statistics of all meetings related to the project are maintained;
- Ensure all working files are accurate, concise, and up-to-date;
- Meet reporting requirements of funding agency;
- Ensure the development and implementation of appropriate protocols and policies/procedures with external agencies;
- Act in accordance with the Serpent River First Nation Code of Ethics and always maintain confidentiality to protect the privacy of staff, families, and communities.

Qualifications

- Business Administration or related diploma
- Three (3) years' experience in an administration position in a First Nation or Indigenous agency
- Experience working with various office systems and equipment
- Equivalent combination of education and experience may be considered

Other Requirements:

- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must provide a clear CPIC

Cultural & Community Knowledge

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings;
- Ability to understand and speak Anishinaabemowin is a definite asset

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 – Administrative Assistant – (TDWG)
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentriverfn.com

By: June 5, 2026, 2026 at 4:00 p.m.