



Position: Chief and Director of Operations Assistant	Accountability: Director of Operations
Hours of Work: 32 Hrs/week	Employment Status: Youth/Summer 8 weeks – June 30, 2025 to August 22, 2025
Circulation Lever: Level 1	Preference: Post Secondary /Grade 12 - Student

#### Administration Assistant

#### Key Job Functions:

- To assist Chief and Director of Operations on day to day activities.
- To assist chief and Director of Operations in preparing for meetings and gatherings, taking minutes and note taking when required.
- To assist Chief and Director of operations in daily administration, filing, scanning and copying of documents
- Able to travel out of town to meetings and gathering with the Chief and Director of Operations.

#### Administration/Reporting

- Ensure completion of administration tasks as required
- Prepare an annual work plan and monthly reports to supervisor or when required.

#### Qualifications

- Must be enrolled/registered in a post-secondary education institute or grade 12.
- Must be a previous full time student and returning student for the next academic year
- Must be a member of Mississauga First Nation.
- Be legally entitled to work in Canada in accordance with relevant provincial/territory legislation and regulations.

#### Education and Experience

- Must be looking or registered in business administration
- Experienced working with aboriginal people, organizations, and communities.
- Must be able to provide a clear CPIC with vulnerable sector due to possible working with children.
- Knowledge of Mississauga First Nations programs and services
- Knowledge and understanding of Aboriginal culture and traditions

To apply: customize your cover letter and resume to the duties and experience, expectations and qualifications listed on the job ad. Using concrete examples, you show how you demonstrated the requirements for this job. We rely on the information you provide to us in your applications during screening. Only the successful candidate will receive an interview and will be notified of such. Please note that all interviews will be in person unless otherwise arranged. Remember when applying please submit the following your cover letter, resume and (3) work related references to the following:

Mississauga First Nation  
P.O.Box 1299, Blind River, Ontario – P0R 1B0  
Attention: Robert Morningstar – Employment Counsellor  
Marked: CONFIDENTIAL  
Email: [robertmorningstar@mississaugi.com](mailto:robertmorningstar@mississaugi.com)  
Deadline: Friday June 20<sup>th</sup>, 2025 by 4:00 pm

Thank you to all applicants: however, only those selected for an interview will be contacted.