Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Executive Assistant & Governance Coordinator**
Status: Full-time
Opening Date: November 25, 2026
Location: Nokiiwin Tribal Council
Hours of Work: 35 hrs/wk

Posting Reference #: NTC-202701

Closing Date: January 3, 2027
Anticipated start date: January 2027
Hourly Rate: Competitive salary commensurate with qualifications and experience

Join Nokiiwin Tribal Council as we build on more than 20 years of service to our member First Nation communities. We are a dynamic non-profit organization dedicated to empowering and supporting our member communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Join our team and contribute to meaningful work that strengthens communities, supports well-being, and advances unity for future generations.

The Executive Assistant & Governance Coordinator provides senior-level administrative and governance support to the Executive Director while serving as the primary liaison between the Executive Director and Board of Directors. The position is responsible for managing executive priorities, coordinating governance activities, maintaining confidential information, supporting strategic initiatives, and ensuring the effective operation of the Executive Director's office.

Working with a high degree of independence, professionalism, and discretion, the successful candidate will contribute to organizational accountability, governance excellence, and positive relationships with member First Nations, partners, and stakeholders.

Key Responsibilities:

Executive Support

- Manage and coordinate the Executive Director's calendar, appointments, meetings, travel, and correspondence.
- Prepare, edit, and format reports, briefing notes, presentations, correspondence, and executive materials.
- Coordinate executive follow-up activities and monitor organizational priorities and commitments.
- Conduct research, compile information, and prepare briefing materials to support decision-making.
- Governance & Board Coordination
- Serve as the primary administrative liaison between the Executive Director and Board of Directors.
- Coordinate Board meetings, Committee meetings, Annual General Meetings, and governance activities.
- Prepare agendas, Board packages, resolutions, reports, and supporting documentation.
- Attend meetings, record accurate minutes, and track Board directives, motions, and action items.
- Maintain governance records and support compliance with organizational policies, procedures, and by-laws.

Stakeholder & Leadership Support

- Coordinate communications and meetings with Chiefs, Councils, Board members, Elders, Knowledge Keepers, government representatives, partners, and community stakeholders.
- Support respectful engagement and adherence to cultural protocols and organizational values.

Administrative Leadership

- Develop and improve systems related to executive administration, governance processes, records management, and Board administration.
- Collaborate with administrative staff to support organizational priorities and service excellence

Cultural Competency and Awareness:

- Understanding and appreciation of Indigenous cultures, values, traditions, and governance structures.

- Respectful engagement with First Nation leadership, Elders, Knowledge Keepers, and community representatives.
- Commitment to cultural safety, humility, relationship-building, and reconciliation.
- Knowledge of Indigenous organizational environments and relationship-based approaches.

Qualifications and Skills:

- Post-secondary diploma or degree in Business Administration, Public Administration, Office Administration, Governance, or a related field.
- Equivalent combinations of education and experience may be considered.
- Minimum five (5) years of progressively responsible executive-level administrative experience.
- Minimum three (3) years supporting senior executives, Boards of Directors, Councils, Committees, or governance bodies.
- Experience preparing Board packages, meeting agendas, minutes, reports, and governance records.
- Experience managing confidential information, complex schedules, projects, and stakeholder relationships.
- Experience working with Indigenous organizations, First Nation communities, Tribal Councils, or not-for-profit organizations is considered a strong asset.
- Exceptional organizational, planning, and time-management skills.
- Excellent written, verbal, interpersonal, editing, and report-writing abilities.
- Strong understanding of governance principles, Board administration, and records management.
- Advanced proficiency with Microsoft Office Suite, Microsoft Teams, SharePoint, and related business technologies.
- Ability to exercise sound judgment, maintain confidentiality, and work independently.
- Valid Ontario Class G Driver's Licence and access to a reliable vehicle.
- Ability to travel and work occasional evenings and weekends.
- Satisfactory Criminal Record Check.
- Fluency in Anishinaabemowin/Ojibway is considered an asset.

Ready to make a difference?

Apply today and become part of our dynamic team!
Interested applicants are encouraged to **apply by submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references to **hiring@nokiiwin.com** or **online at www.indeed.com** by:

4:00 PM January 3, 2027

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.
Only candidates who meet the qualifications and are granted an interview will be contacted.
Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

Learn more at www.nokiiwin.com/work
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