



Employment Opportunity

Position: **Executive Assistant**

Posting Reference #: NTC 2025-15

Status: Full-time

Opening Date: August 22, 2025

Closing Date: September 5, 2025

Location: Thunder Bay, ON (384 Fort William Road)

Salary Range: \$63,000 (\$34.62/hr) to \$68,000 (\$37.36/hr)

Hours: Full-time, minimum 35 hours/week (Monday-Friday, 8:30 a.m. – 4:30 p.m., with flexibility for evenings and weekends as required)

Join Nokiiwin Tribal Council

At Nokiiwin Tribal Council, a vibrant and growing non-profit organization, we proudly collaborate with our five member First Nations to drive growth, unity, and prosperity. Guided by respect, understanding, and shared values rooted in the Seven Grandfather Teachings, we are committed to making a meaningful difference across various fields, including governance, finance, access to justice, economic development, community planning, technical services, and education.

Why Join Us?

Nokiiwin is not just an organization; it's a community where passion meets purpose. We are dedicated to fostering a safe, inclusive workplace where every individual's voice is valued and respected. Our G'minoomaadozimin - "We Are Living Well" initiative underscores our commitment to health, safety, and mutual respect, creating an empowering environment for all.

Your Impact Starts Here

Nokiiwin Tribal Council is seeking a highly organized and professional **Executive Assistant** to provide high-level administrative and strategic support to Executive Director or designate, Board of Directors and Management Team by managing daily operations, coordinating complex schedules, handling confidential information with discretion, and serving as a liaison between Nokiiwin leadership and internal/external stakeholders. The Executive Assistant plays a critical role in enhancing leadership effectiveness, optimizing workflow, and contributing to the overall success of the organization.

Key Responsibilities

1. Administrative & Office Management

- Provide confidential support to Executive Director, Management Team, and Board.
- Manage correspondence, scheduling, minute-taking, and document preparation.
- Maintain office systems including filing, records management, and follow-up tracking.
- Format internal policies and procedures consistently.

2. Governance Support

- Coordinate Board and Committee meetings, including agendas, minutes, and logistics.
- Maintain governance documents such as by-laws and membership lists.
- Support onboarding of new Board Members.
- Ensure accurate documentation of Board activities and resolutions.

3. Communications & Public Relations

- Serve as the first point of contact for the Executive Director's office.
- Liaise with First Nations, government agencies, and community organizations.
- Assist with media communications, newsletters, and website updates.
- Maintain positive relationships with internal and external stakeholders.

4. Event & Travel Coordination

- Organize logistics for meetings, conferences, and special events.
- Arrange travel and accommodations for staff and guests.
- Process travel authorizations and expense claims.

5. Other Duties

- Prepare reports, briefing notes, and presentation materials.
- Perform additional tasks as assigned by the Executive Director.

Qualifications & Competencies

- Post-secondary diploma or degree in Office Administration, Business, or related field.
- Minimum of 5 years' experience in a senior administrative or executive support role.
- Strong organizational skills with proven ability to manage multiple priorities.
- Excellent writing, editing, and communication skills.
- Proficiency with Microsoft Office Suite; knowledge of database and publishing software is an asset.
- Knowledge of governance processes, Board/Committee functions, and event coordination.
- Ability to engage professionally with First Nation leadership, government, and community stakeholders.
- Fluency in Ojibway is considered an asset.
- Valid "G" Ontario Driver's License, safe driving record, and access to a reliable, insured vehicle.
- Satisfactory Level 1: Criminal Records Check required upon hire.

Working Conditions

- Standard office hours with flexibility for evenings, weekends, and travel as required.
- Ability to perform occasional physical tasks related to the position.
- Manual dexterity required for computer and office equipment use.
- Must be accessible to the Executive Director for urgent matters.

What We Offer

- Competitive Salary
- 35-hour work week
- Employer 100% paid benefits and RSP match
- A safe culture of continuous learning and opportunity for growth

This is an exciting opportunity to contribute to the effectiveness of Nokiiwin Tribal Council and support First Nation communities through strong leadership and governance support.

Apply Today and Become Part of Our Dynamic Team!

Interested applicants are **required to apply online at www.indeed.com** by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

Deadline: 4:00 p.m. September 5, 2025

Attention: Human Resources, Nokiiwin Tribal Council

"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.