



Eagle Lake First Nation

**INTERNAL EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE ASSISTANT**

JOB TYPE: FULL-TIME) – PERMANENT

WAGE: \$60,000.00 - \$70,000.00

DEADLINE: MAY 5, 2026

We are seeking an organized and dependable Administrative Assistant to support the Social Department team. This role provides administrative, clerical, and coordination support to help ensure quality service delivery for children, youth, families, and community.

DUTIES AND RESPONSIBILITIES:

- Schedule meetings, appointments, travel, and accommodations
- Prepare agendas, take meeting minutes, and track follow-up items
- Draft, edit, and format reports, letters, and presentations
- Manage calendars, calls, emails, and correspondence
- Maintain records, filing systems, and office documents
- Support invoices, purchase orders, and other administrative tasks
- Order office supplies and help keep office operations running smoothly
- Provide professional support to staff, families, and partner agencies

QUALIFICATIONS:

- Administrative Assistant training or related experience preferred
- Strong organizational, communication, and time management skills
- Experience in an Indigenous work environment is preferred
- Lived or work experience in a First Nation community is an asset
- Proficiency in Microsoft Office
- Ability to maintain confidentiality and work respectfully with families and community
- Knowledge of Ojibway and Migisi Sahgaigan culture is an asset
- Understanding of the impacts of colonization, residential schools, and the Sixties Scoop is valued

This position is part of the employer's Indigenous-specific hiring approach. Preference may be given to qualified Indigenous applicants, with priority consideration for registered ELFN Band members, where permitted by applicable law.

Preference will be given to registered ELFN Band members. If you are interested in this position, please drop off or submit your resume including 3 references to:

Attention: Human Resources Manager

E-mail: Riza.Klassen@migisi.ca

P.O. Box 1001

Migisi Sahgaigan, ON

P0V 3H0

Ph: 807-755-5526 x 228

Fax:807-755-5696

We recognize that not all candidates will meet every listed qualification; however, individuals with comparable experience and relevant skills are encouraged to apply and will be given full consideration. We thank all applicants but only candidates selected for an interview will be contacted.