



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

EDUCATION ADMINISTRATIVE ASSISTANT

SHORT-TERM COVERAGE – ONE YEAR AGREEMENT

PROGRAM AREA:	EDUCATION SERVICES
POSITION TITLE:	ACTING EDUCATION ADMINISTRATIVE ASSISTANT
REPORTING PROTOCOL:	REPORTS TO THE DIRECTOR OF EDUCATION OR DESIGNATE

POSITION SUMMARY: The Acting Education Administrative Assistant is responsible for providing general administrative assistance and support for the Director of Education. In organizing and maintaining an efficient Administration Office that contributes to the smooth operation of Education Services for the benefit of administrators, staff, students and parents.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Diploma in Business Administration or related field.
- Minimum 2 years experience in an office setting.
- Computer skills, including word processing, spreadsheets, and desktop publishing.
- Able to work under pressure, meet deadlines and maintain strict confidentiality.
- Handle sensitive information with the highest level of discretion.
- Task-oriented work style that requires minimal direction.
- Adaptability/Flexibility.
- Organizational skills and multitasking.
- Professionalism.
- Effective Communication.
- High degree of initiative and self-direction.
- Being a positive role model through daily actions and healthy lifestyles.
- Knowledge of and understanding of Ojibway culture.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

RATE OF PAY:

- \$36.19/hr - Starting Rate.
- \$36.91 /hr - With Experience Rate

PLEASE SUBMIT YOUR COVER LETTER AND RESUME BY CLOSING DATE – MARCH 5TH, 2026, BY 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – ACTING EDUCATION ADMINISTRATIVE ASSISTANT**
Email to: hr.assistant@kettlepoint.org

A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.