



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Administrative Assistant (Contract)
Department: Child, Youth and Family Well-Being
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 328 Chippewa Road, Muncey ON
Posting Date: March 13, 2026
Posting Closes: April 3, 2026

Summary:

Reporting to the Manager, Specialized Services, the Administrative Assistant provides essential clerical and administrative support to help ensure the smooth and effective delivery of mental health and wellness services for Chippewas of the Thames First Nation. As a first point of contact for many community members and partners, this role requires professionalism, confidentiality, cultural sensitivity, and a strong commitment to cultural safety, respect, and the Seven Sacred Teachings. The Administrative Assistant supports daily operations through scheduling, records management, communications, and coordination of logistical needs, while working in alignment with applicable legislation, organizational policies and procedures, and the mission, beliefs, and vision of Chippewas of the Thames First Nation Child, Youth and Family Well-Being Services.

Responsibilities:

- Provide clerical and administrative support to the Manager and Specialized Services team to support smooth daily operations.
- Manage calendars, schedule appointments and meetings, coordinate room bookings, and prepare agendas, minutes, and follow-up items.
- Draft and support correspondence, reports, presentations, and internal communications.
- Greet clients, families, community members, and partners in a respectful, culturally safe, and professional manner.
- Respond to inquiries by phone, email, and in person, and connect individuals to the appropriate staff or resources.
- Maintain accurate, organized, and confidential electronic and paper records, files, and case documentation.
- Enter and update client and program information, and assist with program reports, summaries, and evaluation documents.
- Support workshops, training sessions, cultural activities, wellness events, and community gatherings through logistics and coordination.
- Coordinate travel, accommodations, expense claims, office supplies, program materials, and equipment as needed.
- Support team communication, collaboration, and participation in staff, department, and community events, including debriefing with the supervisor when needed.
- Uphold Chippewas of the Thames First Nation values, cultural protocols, the Seven Sacred Teachings, privacy requirements, and all organizational policies and legislation.
- Maintain professional accountability by documenting serious incidents, promoting a safe and inclusive environment, participating in training, and serving as a positive community role model.



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Qualifications:

- Post-secondary diploma or certificate in Office Administration, Business, or a related field.
- Minimum of two (2) years' experience in an administrative or clerical support role.
- Experience working within a First Nation community and/or in a health, wellness, or social services environment is considered an asset.
- Knowledge of the Chippewas of the Thames First Nation community, culture, and traditions is considered an asset.
- Ability to speak Ojibway or another Indigenous language is considered an asset.
- Current First Aid and CPR certification is required.
- Valid Ontario Class G driver's licence and access to a reliable, insured vehicle are required.
- Clear CPIC and Vulnerable Sector Check are required.
- Minimum \$1,000,000 automobile liability insurance coverage is required.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Administrative Assistant" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.