



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Executive Assistant-Board of Education Band Member Preferred



<b>Program:</b>	Chippewas of Nawash Unceded First Nation Board of Education
<b>Reports To:</b>	Education Administrator
<b>Term of Employment:</b>	Full time, fixed term
<b>Wage:</b>	Staff shall be assigned salary as determined by the salary grids of the Chippewas of Nawash Unceded First Nation Board of Education (\$29.69-\$36.92 hourly)
<b>Hours of Work:</b>	37.5 Hours per week
<b>Closing Date:</b>	Friday, January 10, 2025 at 4:00pm

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Under the direction of the Board of Education Administrator, the Executive Assistant will provide high level, confidential administrative and financial support to serve the work of the Board of Education. Primary activities include assisting with the effective management of the Board office, Board initiatives and directives; onboarding new staff; report and proposal preparation; accounts payable and financial duties, on behalf of the Board of Education.

This job is a backfill position for a six (6) month fixed term contract. Ability to obtain and maintain a satisfactory police record check, if contract is offered.

#### **Forward cover letter and resume to:**

Administration Office,  
Chippewas of Nawash Unceded First Nation,  
135 Lakeshore Blvd.  
Neyaashiinigmiing, Ontario, N0H 2T0.

Identify the position applied for on the outside of your package.

Fax: 519-534-2130

E-mail: [employment@nawash.ca](mailto:employment@nawash.ca)