CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Fire Clerk
(Band Member Preferred)

Program/Dept: Administration
Program: Fire Station
Reports To: Senior Administrative Officer
Type of Employment: Part-time permanent
Wage: $22.66 - $28.18 per hour
Hours of Work: 3 - 19 hours per week

Closing Date: Friday, November 6, 2026 at 4:00pm EST

About Us
Chippewas of Nawash First Nation (CNUFN) is a warm and welcoming community located approximately 20 minutes from Wiarton and 50 minutes north of Owen Sound, along the beautiful shores of Georgian Bay. The surrounding area offers a mix- of small-town and rural living, with access to local amenities, outdoor recreation, and a strong sense of community. Set near the scenic trails of the Niagara Escarpment, the region is ideal for those who enjoy nature, culture, and a balanced way of life.

JOB PURPOSE

Reporting to the Senior Administrative Officer and working closely with the Fire Chief, the Fire Clerk works as a member of the Fire Department and is the first point of contact for the fire hall and assists in ensuring the fire hall office runs effective and efficiently.

KEY DUTIES AND ACCOUNTABILITIES

- Completion of all duties in accordance with the Standard Methods for the Chippewas of Nawash Fire Department
- Perform reception duties and provides customer service, answering phone and greeting clients
- Maintain the day-to-day operations of the fire department
- Coordinate meetings, take minutes and distribute to appropriate personnel
- Maintain office filing and record systems
- Administrative duties: bills for payment and budgets
- Search and submit for funding: grants, donations and funding
- Collection of statistics, call logs and training
- Accurate and complete recording of data onto data forms
- Provide resources and support to the Fire Chief
- Develop a list of current volunteers training and qualifications
- Assist in developing fire fighters training plans
- Coordinate training and record keeping
- Distribute and communicate all necessary information with all members of department
- Responsible to photocopy and provide volunteer fire fighters with necessary forms
- Ensure all equipment, gear and vehicles to be washed and inspected weekly or as needed
- Coordinates ordering and maintains inventory control of office supplies, fire service supplies and equipment
- Responsible to report any equipment and/or supply shortages
- Coordinate special events: fundraisers, annual BBQ, Christmas Dinner
- Update the Emergency Preparedness Plan
- Other related duties as assigned

REQUIREMENTS:

- Grade 12 or equivalent
- One (1) year work experience in an office setting that includes financial responsibilities
- Experience working in a First Nation or Indigenous community and or similar organization
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Training and certification in WHMIS 2015, Occupational Health and Safety, Workplace Violence and Harassment, COVID-19 Health and Safety, Health and Safety Overview or willingness to obtain.
- CPR First Aid; Emergency Medical First Responder would be considered an asset
- Equivalencies that include a combination of education and experience may be considered.

How to Apply
Submit cover letter and resume that clearly highlight how your experience and qualifications align with the requirements of the position. Late applications will not be considered.

Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website **https://www.nawash.ca/employment-opportunities/** or by call the Band Office at 226-768-6068

- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**