



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant – Employment & Training and Ontario Works

Location: Sarnia, ON

Duration: Permanent, Full-Time

Posting Closes/Deadline: March 20th, 2026

Tentative Interview Date(s): March 25th & 26th

Position Summary

Reporting to the Ontario Works Administrator, the Employment & Training/Ontario Works Administrative Assistant role offers the opportunity to be part of a dynamic and collaborative team. This position is ideal for someone with a great attitude, a proactive approach, and demonstrated experience in planning, organization, communication, and excellent administrative skills. The successful candidate will contribute meaningfully to a supportive team environment while ensuring the delivery of high-quality administrative and Employment & Training support services.

Responsibilities

- Dedicated support and commitment to program participants and community members of Aamjiwnaang First Nation
- Receives and directs visitors/clients; monitors public access
- Receives both in-person and telephone client inquiries, conducts preliminary screening to determine service needs, provides information, and directs client to appropriate team member
- Contact clients to relay information and to schedule appointments for Employment & Training.
- Works cooperatively with all Aamjiwnaang staff to ensure consistent and efficient service to clients and public while providing excellent program support
- The ability to support clients on computers, including word processing and troubleshooting issues as they arise
- Provides clerical and administrative services, including filing, photocopying, sending, and receiving fax, mail, courier messages/parcels purchasing support, program planning, P.O. submissions, and cheque requisitions
- Provide program support for Employment & Training and Ontario Works department as required.
- Other duties as required and/or assigned.

Knowledge, Skills, and Abilities

- Strong organizational ability and excellent time management skills
- High degree of professionalism and dedication to self, co-workers, and community
- Proven ability to effectively prioritize workflow and experience working in an environment dealing with the public and ability to manage many types of situations
- Priorities change often and quickly in this position, and the candidate must be flexible and willing to change roles or responsibilities as required
- Working knowledge and experience with computer publishing, presentation software programs, spreadsheets, I- Compass, MS office

- High standards of ethics and confidentiality to manage sensitive information
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Enthusiasm, sense of humor, patience, and self-control

Minimum Requirements

- OSSD and/or diploma in administration or related field and/or a combination of relevant experience
- Proficient in MS office, internet, comfortable with new and evolving technologies
- Effective communication skills both written and verbal
- Valid driver's license and access to reliable transportation
- Willing to provide a current criminal reference check/vulnerable sector screening.

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca