



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant – Child & Family Well-being

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: May 1st, 2026

Tentative Interview Date(s): May 6th/7th, 2026

Overview of the Position

The Administrative Assistant is responsible for providing comprehensive administrative and organizational support to all staff at the Child and Family Well-being building. The Admin Assistant is responsible for performing a variety of administrative duties, including but not limited to answering the phone and performing reception duties, ordering supplies, tracking staff / programming schedules, attendance monitoring, creating documents, and any related administrative activities.

Responsibilities

Primary Service Responsibilities:

- Deliver and execute high-quality administrative support by:
 - Ordering necessary supplies for staff, receiving deliveries on arrival
 - Track orders and expenses, preparing monthly budget and purchase orders, submitting financial requests, and obtaining quotes as requested
 - Respond to questions, inquiries, and concerns throughout the day
 - Organize and attend meetings, events and training, taking minutes and creating agendas as required
 - Other administrative duties such as printing, scanning, photocopying, and data entry
- Ensure accuracy and compliance with policies in all activities
- Promote a positive image of the Child and Family Well-being Department families, and the public
- Maintain professional manner in dealing with Aamjiwnaang Band members, staff, and the public
- Contribute to wellbeing in a cooperative working environment in accordance with policies, procedures, and systems in place

Health, Safety & Compliance:

- Ensure workplace health and safety:
 - Identify and report potential risk(s) and accidents
 - Participate in training and corrective measures
- Maintain awareness of and adherence to relevant policies and procedures
- Adhere to policies of Aamjiwnaang First Nation

Knowledge, Skills, and Abilities

- Working knowledge in departmental area of discipline
- Able to support the vision, purpose, and values of AFN
- Sensitivity and respect for Indigenous issues
- Able to work independently and to perform well with minimal supervision
- Able to communicate effectively using oral, written, visual and non-verbal communication skills
- Able to learn quickly and adapt to priorities
- Organized with a critical eye for detail
- Able to work collaboratively
- Proficient in associated software, programs, etc.

Minimum Requirements

- Certificate / diploma in administration, education, or equivalent area of study/experience
- Minimum of 1 year of experience in administrative support services
- Experience (work or lived) in First Nations, understanding the needs, challenges, and political environment is an asset
- A valid driver's license and access to a vehicle

Personal Attributes

- Maintain confidential information, from time to time, in performing the duties of this position
- Demonstrate integrity and credibility and the ability to represent AFN with professional competence
- Interest in First Nation wellbeing, education, and community

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)).

Preference may be given to First Nation candidates with relevant on reserve employment and/or those with knowledge and understanding of Aamjiwnaang and history and community.

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 with subject line: JOB APPLICATION: ADMINISTRATIVE ASSISTANT - CFW

Or

519-336-0382 fax

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