



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Housing Assistant (Post Secondary Student)

Location: Sarnia, ON

Duration: Contract until August 21st, 2026

Posting Closes/Deadline: May 26th, 2026

Tentative Interview Dates: June 1st-5th, 2026

Purpose of the Position

To support the Housing Department over the full range of reception and administrative functions.

Responsibilities

- Prepare purchase order and cheque requisitions for approval
- Perform general clerical duties including organizing, filing, photocopying documents, etc.
- Provides administrative support as required
- Attend Housing Committee meetings and make travel arrangements as required
- Maintain files for the CMHC Housing, mortgages, renovation loans, and band rental programs
- Other duties as required and assigned by the Housing Coordinator

Minimum Requirements

- Must be an Aamjiwnaang First Nation Band Member
- Must be between the ages of 15-29 years of age
- Must have a Social Insurance Number
- Must be leaving and returning to school
- Must have the ability to accept direction yet work independently once tasks are assigned

Knowledge, Skills, and Abilities

- Self direction and initiative
- Quick learning and problem-solving skills
- Excellent computer skills
- Strong organizational ability
- Reliability
- Communication skills and positive mannerisms
- Ability to prioritize and meet deadlines
- Ensuring office runs smoothly
- Great attention to detail
- Ability to put phone down for long periods of time

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 with subject line: JOB APPLICATION – HOUSING ASSISTANT – POST
SECONDARY

Or

519-336-0382 fax

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