



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Child and Family Well-Being – Administrative Assistant (Post Secondary Student)

Location: Sarnia, ON

Duration: Contract until August 21st, 2026

Posting Closes/Deadline: May 22nd, 2026

Tentative Interview Dates: May 27th-29th, 2026

Purpose of the Position

To support the Child & Family Well-Being Department over the full range of reception, administrative, program support, and external liaison functions. The Admin Assistant will project a professional and pleasant impression of our client in all communications and to perform a wide variety of administrative and support duties including but not limited to general office duties, scheduling and program support. Ensure a high quality of customer service and facilities are provided to all customers in a friendly, accurate and efficient manner.

Responsibilities

- Perform general clerical duties including organizing, filing, shredding and photocopying documents, binding and scanning, etc.
- Manages the main phone by professionally answering calls, and taking messages
- Control of main entrance and access to building
- Welcoming and assisting incoming visitors with a positive and friendly attitude
- Program support shopping, cleaning, and organizing
- Supporting program activities and community events
- Other duties and responsibilities as assigned
- Perform regular programming and troubleshooting duties related to telephone
- Always monitors the whereabouts of staff members so they can be located quickly

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 obtain Vulnerable Sector Record Check
- CPR/First Aid Certification (provided during Training)
- Must be able to work the July 6th to August 28th. Must disclose during the interview process if a vacation has been planned
- Must have the ability to accept direction yet work independently once tasks are assigned
- Access to a car would be a definite asset

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 – CFW ADMIN ASSISTANT – POST
SECONDARY

Or
519-336-0382 fax

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