



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Community Services Assistant

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: September 28th, 2026

Tentative Interview Date(s): October 1st/2nd, 2026

Overview of the Position

The Community Services Assistant is responsible for providing comprehensive administrative and organizational support to the Community Services department. Assist in the planning and delivery of Community Services events. Assist with the day-to-day running of the Community Centre.

Responsibilities

Primary Service Responsibilities:

- Assists in coordinating and facilitating community based social, recreation events and services with staff and community members.
- Assists in the development of grant applications and the annual operating/capital budgets for recreation purposes.
- Attends Community Service Committee Meetings, takes minutes and assists with follow-up items.
- Attends Community Safety Committee Meetings, takes minutes and assists with follow-up items.
- Review and maintain the database for all three Recreation Funds, Youth, Adult & Senior. Prepare the report for the Community Services Committee. Prepare Cheque requisitions to be submitted to finance on a weekly basis.
- Responsible for developing and maintaining administrative documentation, databases and schedules.
- Assists in the promotion and marketing of Community Centre facilities, services and programs.
- Organizes and promotes community social, recreational and fund-raising activities.
- Performs such other related administrative duties as may reasonably be required by the Community Services Coordinator.

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)).

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 – COMMUNITY SERVICES
ASSISTANT

Or

519-336-0382 fax

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