



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant (Environment Department) – YEP – 2nd POSTING

Location: Sarnia, ON

Duration: Contract to March 31st, 2027

Posting Closes/Deadline: September 15th, 2026

Tentative Interview Date(s): September 22nd-23rd, 2026

Overview of the Position

The Administrative Assistant will perform a wide variety of administrative and support duties including but not limited to general office, file, and meeting management, and assist with community outreach, engagement sessions, and planned departmental events. Ensure that a high level of administrative support is provided in a friendly, accurate, and efficient manner.

Responsibilities

Main Duties:

- Attends meetings, records, prepares and distributes minutes and agendas and meeting packages, contacts participants and follows up on items as directed.
- Greet visitors and direct them appropriately.
- Maintain contact databases.
- Document scanning and e-filing.
- Orders, organizes, and maintains office supplies and consumables.
- Operates office equipment – personal computer, copier/scanner, telephone system
- Compile data, statistics and other information to support environmental research activities.
- Maintains calendars and contact database for the Environment Coordinator and Committee.
- Set up and maintain files, materials, information, schedules, and related data for the environment department and committee.
- Organizes and schedules meetings including but not limited to contacting individuals, booking rooms, catering arrangements, preparation of meeting materials.

Other:

- Other duties as assigned.

Knowledge, Skills, and Abilities

- Must be proficient in Microsoft Office Platform and have experience with computer publishing, presentation software programs
- Have experience with accounting, spreadsheets and MS Excel.
- Strong inter-personal and organizational skills
- High degree of professionalism and dedication to self, co-workers, industry proponents, and government officials and partners.
- Must be able to work independently and motivated to achieve desired outcomes.
- Priorities change often and quickly in this position, and the candidate must be flexible and willing to change roles or responsibilities as required.
- Enhanced time management skills.

Minimum Requirements

- Pleasant attitude and interest in working with the general public on a daily basis.
- Sensitivity to Native issues.
- A high degree of initiative and self-direction
- High level computer and word processing skills.
- High level secretarial skills

Youth Experience Program Requirements:

- Aamjiwnaang Band Member
- 15-30 years of age
- Out of School
- Unemployed
- Underemployed

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 – ADMIN ASSISTANT
(ENVIRONMENT)

Or
519-336-0382 fax

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