



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Executive Assistant-Board of Education Band Member Preferred



<b>Program:</b>	Chippewas of Nawash Unceded First Nation Board of Education
<b>Reports To:</b>	Education Administrator, CNUFNBOE
<b>Term of Employment:</b>	Regular Full-Time
<b>Wage:</b>	Staff shall be assigned salary as determined by the salary grids of the Chippewas of Nawash Unceded First Nation Board of Education (\$54,113 - \$67,275)
<b>Hours of Work:</b>	8:30 – 4:30; some evenings and weekends may be required
<b>Closing Date:</b>	Friday, December 3, 2021 at 4:00pm

#### **JOB PURPOSE**

Under the direction of the Board of Education Administrator, the Executive Assistant provides high-level, confidential administrative and financial support to serve the work of the Board of Education. Primary activities include assisting with the effective management of the Board office; Board initiatives and directives; onboarding new staff; report and proposal preparation; accounts payable and financial duties, on behalf of the Board of Education.

#### **Forward cover letter and resume to:**

Administration Office,  
Chippewas of Nawash Unceded First Nation,  
135 Lakeshore Blvd.  
Neyaashiinigiing, Ontario, N0H 2T0.

Identify the position applied for on the outside of your package.

Fax: 519-534-2130

E-mail: [employment@nawash.ca](mailto:employment@nawash.ca)