



Rainy River First Nations

Manitou Rapids

P.O. Box 450
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Phone: (807) 482-2479
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Job Opportunity: Executive Assistant to the Chief and Council

Location: Rainy River First Nations – Manitou Rapids

Rainy River First Nations is seeking a motivated and professional individual to join our team as **Executive Assistant**. This position plays a vital role in supporting Chief and Council through administrative leadership, organizational excellence, and fostering communication between the council, staff, and community members.

Position Overview

The Executive Assistant will provide administrative support to Chief and Council, acting as a key liaison and public representative of Rainy River First Nations. Reporting directly to Chief and Council, the successful candidate will contribute to efficient operations and promote Rainy River First Nations' goals and values.

Qualifications & Requirements

- **Education:** Minimum Grade 12 Diploma or equivalent (post-secondary education in Office Administration preferred).
- **Experience:** Minimum of 4 years in clerical or administrative roles.
- **Knowledge:**
 - Strong understanding of Rainy River First Nations' government structure, culture, traditions, and practices.
- **Skills:**
 - Excellent oral and written communication.
 - Proficiency in office software (e.g., Microsoft Word, Excel, PowerPoint, email).
 - Strong organizational and multitasking abilities.
 - Ability to work independently, maintain confidentiality, and meet deadlines.
 - Professional, courteous, and cooperative demeanor.

Responsibilities

- Develop and manage Council meeting agendas, information packages, and records.
 - Record and prepare minutes for Council and community meetings.
 - Prepare Band Council Resolutions (BCRs) and other necessary documentation.
 - Maintain Council records and organize schedules, travel, and meeting arrangements.
 - Coordinate information flow between Chief, Council, and administrative staff.
 - Assist with policy development, by-law amendments, and community communications via social media, email, and print.
 - Prepare political briefs, community updates, and reports for Chief and Council.
 - Other duties as assigned by Chief and Council.
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Additional Requirements

- Must adhere to Rainy River First Nations' drug testing policy.
 - Valid driver's license and reliable transportation.
 - Satisfactory Criminal Background Check.
 - Ability to work flexible hours, including evenings and weekends.
 - Commitment to ongoing professional and cultural training.
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Why Join Us?

Rainy River First Nations offers a respectful and supportive environment where your skills and expertise will directly contribute to the community's growth and success.

How to Apply

To apply, please submit:

- Your resume
- Cover letter highlighting your qualifications and experience
- Copies of relevant certifications

Send your application to: hr@manitourapids.ca

Application Deadline: Open until position filled

Join our team and contribute to the vibrant community of Rainy River First Nations. We value respect, tradition, and progress and are looking for a dedicated individual to help achieve our shared goals.

