

Rainy River First Nations – Job Posting
EXECUTIVE ASSISTANT- SEPTEMBER 2026



6 Month Interim

The Executive Assistant provides comprehensive administrative support to the Manager of Administration (MOA). This role ensures smooth daily operations by managing schedules, preparing governance documents, coordinating communication, and supporting special projects. The Executive Assistant represents Rainy River First Nations professionally and reports directly to the MOA.

PRIMARY ACCOUNTABILITIES

- Prepare weekly update reports for the MOA and track outstanding action items.
- Draft, edit, and send emails and correspondence on behalf of the MOA.
- Coordinate priorities, deadlines, and follow-ups to ensure smooth daily operations.
- Assist with special projects assigned by the MOA, ensuring timely completion.
- Maintain and manage the MOA's calendar, including scheduling meetings and prioritizing commitments.
- Prepare weekly update reports for the MOA and track outstanding action items.
- Conduct research and prepare summaries, data tables, and reports for special initiatives.
- Coordinate timelines, deliverables, and stakeholder communication for assigned projects.
- Liaise with external partners, consultants, and community members as needed.
- Support the MOA in drafting proposals and strategic documents.
- Maintain organized digital and paper filing systems for the MOA's office.
- Ensure confidential information is handled securely and in compliance with policy.
- Support improvements to workflow, efficiency, and internal processes.

QUALIFICATIONS

- High school diploma or equivalent; post-secondary education in business or office administration (preferred).
- 2 - 4 years experience in administrative or executive support roles.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and email/internet applications.
- Strong organizational and time management skills.
- Understanding of Rainy River First Nations' governance and operational structure.
- Excellent communication skills, both written and verbal.

POSITION REQUIREMENTS

- Satisfactory criminal record check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract.
- Adherence to Rainy River First Nations' drug testing policy.
- Must have the ability to work evenings, weekends, and on-call rotation.

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation – prorated to term of position
- 2 weeks Paid Christmas vacation
- Paid Cultural Days – prorated to term of position
- Paid Personal Leave Days – prorated to term of position

HOW TO APPLY:

Please submit applications with cover letter and current resume to: hr@manitou Rapids.ca. Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2025-2028

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

