

Secretariat Office
468 Queen St E., Suite 400
Toronto, ON M5A 1T7
Phone: (416) 597 1266
Fax: (416) 597 8365
www.chiefs-of-ontario.org



Head Office
1 Migizii Miikan, PO Box 711
Nipissing First Nation
North Bay, ON P1B 8J8
Phone: (705) 476 0999
Fax: (416) 597 8365
1 877 517 6527

JOB POSTING:
Office of the Ontario Regional Chief – Executive Assistant

The Chiefs of Ontario are seeking an experienced and proficient Executive Assistant(EA). The EA would also be responsible to coordinator to assist with the facilitation and administrative aspects of a three-year collaborative project with the Canada Border Service Agency (CBSA), Immigration Refugee Citizenship Canada (IRCC), Crown Indigenous Relations and Northern Affairs Canada (CIRNAC) and members of the Jay Treaty Border Alliance (JTBA).

Location: Hybrid – Remote and Chiefs of Ontario Secretariat Office, 468 Queen St East, Toronto Ontario

Duties and Responsibilities:

Responsible for providing executive level assistance to the Ontario Regional Chief, the Chief of Staff on the day-to-day administrative duties by:

- Drafts and types correspondence, reports and internal office communications.
- Reviews incoming correspondence and responds to routine inquires: delegating as appropriate.
- Takes minutes of meetings as required; prepares meeting agendas, information kits, distribution, etc; ensures appropriate employees/ departments receives direction resulting from the meetings in a timely manner.
- Establishes and maintains a system for all materials relevant to the Chief of Staff, and the Ontario Regional Chief. (example: meeting notes, materials which require comment, etc)
- Schedules, plans and executes all arrangements necessary for the preparation of meetings and appointments.
- Arranges and confirms travel and accommodations as requested by the Ontario Regional Chief and the Chief of Staff.
- Coordinates Leadership Council meetings. Prepares and sends material to participants. Confirms presenters, prepares minutes and records of decisions.
- Ensuring systematic follow-up and sustained collaborative interactions with the Government of Canada.
- Contributing to the strategic execution of the JTBA working tables.
- Serving as a direct liaison between First Nation Leadership and the Government of Canada regarding the JTBA.
- Ensuring efficient outreach and engagement with all relevant stakeholders.
- Scheduling, coordinating and organizing meetings and logistics.
- Conducting follow-ups to ensure progress and continuity.
- Follow up with Government Departments and JTBA members.

- Provide progress reports and prepare memos, briefing notes, speaking notes and presentations.
- Attending meetings, gatherings and travelling when required.
- Consistently demonstrate courteous, cooperative and helpful behavior to all contacts, internal and external.
- Carry out other duties as required.

Relevant Skills:

- Bachelor's degree in political science, policy, or another relevant field or equivalent.
- Proven experience in project management and administrative support services.
- Previous experience working with or within First Nations organizations and entities is essential.
- Knowledge of First Nation traditions, cultures and values; understand the history and relationship between First Nations and the Crown is an asset.
- Robust organizational skills with the ability to manage multiple tasks simultaneously.
- Excellent communication skills, both written and verbal.
- The capability to work autonomously and as part of a diverse team.
- Ability to use team or zoom to host and coordinate meetings.
- Exceptional knowledge of various computer applications (MS Word, MS Excel, MS PowerPoint).
- Excellent project coordination skills with the ability to prioritize workload and manage multiple projects.
- Demonstrated ability to problem solve and function independently.
- Must be trustworthy, reliable and maintain confidentiality.
- Preferably fully vaccinated against COVID 19.

Successful candidate must be eligible to work in Canada.

DURATION: ASAP to March 31, 2027, with the possibly of renewal based on available funding.

APPLICATION DEADLINE: Open until filled.

Send letter of application, resume and include 2 references marked confidential to:
opportunities@coo.org

Interviews will be held in Zoom. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.