



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of
Intergovernmental Affairs Administrative Assistant
Closing Date: July 25, 2025, at 12:00pm

Position Purpose

The Administrative Assistant will provide high-level, confidential, and efficient administrative assistance to the Senior Director of Intergovernmental Affairs. The incumbent will support relationship-building and coordination efforts between MCFN and various levels of governments, Indigenous organizations, and external stakeholders.

Education and Experience

- Post-Secondary education in Office Administration, Public Administration, or a related field.
- Minimum 3 years of administrative experience, preferably supporting senior leadership within a government or First Nation organization.

Knowledge

- Sound knowledge of Aboriginal and treaty rights
- Knowledge of the MCFN governance and history

Skills/Abilities

- Proficiency in Microsoft 365 and MS Teams
- Excellent organizational skills
- Proven written and verbal communication skills
- Experience handling sensitive information with discretion and integrity
- Ability to work independently or as a member of a diverse team where relationships are developed and maintained
- Ability to interpret complex information
- Innovative and creative thinker, with the ability to anticipate outcomes, think ahead, and solve problems
- Ability to work in a fast-paced environment and balance competing priorities
- Ability to work well under pressure and meet tight deadlines

Other Requirements

- Criminal Records Check/Vulnerable Sector Screening
- Valid G Class driver's license and a reliable vehicle
- Safe Food Handler's Certificate or the willingness to obtain one

Salary Range: \$47,385 - \$63,180

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment related, to:

The Mississaugas of the Credit First Nation

Attention: Personnel Committee

2789 Mississauga Road

Hagersville, ON

N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at HR.Clerk@mncfn.ca

Preference will be given to Indigenous applicants. Self-identification is encouraged.

Miigwech to all who apply, only those candidates selected for an interview will be contacted.