



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of
Intergovernmental Affairs Administrative Assistant
Closing Date: Open until filled

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

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

HRAssistant@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.