



Posted: **March 13th, 2026**
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Management Manual, applications are now being accepted for the following **Full-Time Permanent** position:

Executive Assistant to Chief & Council Government Services Building

The purposes of this position are to provide a variety of secretarial, clerical and administrative services to support the operational needs of Curve Lake First Nation. Also to function as primary Executive and Governance Assistant to Chief and Council with its primary focus is the support of governance process, leadership coordination, confidential records management, and Council operations.

The duties and responsibilities of this position are categorized into the following three main areas:

1. Secretarial and Administrative Assistance

- Provide support and Executive Secretarial services to the Chief and members of Council.
- Plan, organize and attend Chief and Council meetings and community meetings as outlined in the Guidelines for Curve Lake First Nation Council Meetings.
- Prepare, copy and distribute agendas and reports, including all background information, drafting of motions/resolutions in preparation for meetings.
- Advise membership/staff concerning procedures for bringing matters before Council and schedule delegation as required.
- Prepare minutes for transcription and distribution following Council and Community Meetings.
- Manage and attend community events as directed by Chief and Council.
- Confer with Chief, Executive Director and Directors, federal and provincial officials, national, provincial, regional and local First Nation political bodies, legal advisors and consultants as required.
- Be familiar with governmental structures, statutes, by-laws and policies.
- Classify, scan, sort, file, and retrieve correspondence, records, and other documents as requested.
- Make travel arrangements for Chief and Council and ensure expenses are controlled to the best of ability (i.e.: flight bookings, accommodation).
- Prepare travel expense cheque requisitions for Chief and Council as per Procurement Policy.
- Prepare budget for events of Chief and Council.
- Monitor Chief and Council General Ledger.
- Manages care and control of a corporate credit card.
- Work with and provide support in the absence of the Assistant to the Executive Director(s).
- Order promotional materials for the First Nation as requested.

2. Governance Records Management and Compliance

- Maintain official Chief and Council records, including agendas, minutes, motions resolutions and related governance documents in accordance with Curve Lake First Nation policies and procedures.
- Ensure accurate tracking, secure storage, and controlled access to confidential and in-camera Council records.
- Maintain version control and filing systems for governance documents, including signed First Nation Council Resolutions and Council decisions.
- Track Council resolutions and action on items and support follow-up reporting as directed.



3. Information Management and Technology

- Utilize electronic meeting platforms, document management systems, and calendar systems to support Chief and Council operations.
- Prepare and manage electronic and hard-copy meeting packages in a secure and organized manner.
- Support virtual, hybrid, and in-person Council and Community meetings, including technical coordination as required.
- Ensure confidentiality and security of electronic records and communications.

QUALIFICATIONS: Basic Requirements: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

The incumbent to this position will meet the minimum requirements that include:

- Graduation with certification from a Post-Secondary program in Executive Secretarial Sciences or Office Administration with at least 3-5 years of experience in an executive assistant role.
- Prior work in First Nation Governance and Administration

OTHER RELATED REQUIREMENTS:

- High level administrative skills; good knowledge of office practice and procedures
- Experience of financial management within a First Nation
- Working knowledge of the legislation, policies and procedures that impact First Nations
- High-level computer and word processing skills
- Strong sense of initiative
- Good communication and public/staff relations skills
- High-level organization, managerial and analytical skills
- Ability to work independently with minimal supervision and in partnership with Chief and Council
- Ability to work with tact and discretion in political and personal environment
- Excellent public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Thorough and current knowledge of the services, history, traditions, culture and language of the Curve Lake First Nation is highly valued
- High-level appreciation of First Nation issues

TERMS OF EMPLOYMENT:

This is **Full-Time Permanent** position beginning immediately. Annual range for this position is **\$57,055 - \$60,859** which may include evenings/weekends, based on 39.5 hours work week.

DEADLINE FOR APPLICATIONS:

Friday March 27th @ 12:00pm (noon)

Government Service Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building or from the Employment Resource Centre. **Application package must consist of a completed Curve Lake First Nation application form, cover letter, resume, required documentation, phone number of two most recent employment references (if currently employed with CLFN, references from most recent Supervisor / Manager will be required).**

Please submit a full application package to the Government Services Building Receptionist to the attention of:

*Curve Lake First Nation Government Services Building
22 Winookeeda Road
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045*

Or email your application package to:

recruitment@curvelake.ca

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. **While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.**

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.