

**LAC DES MILLE LACS FIRST NATION  
EMPLOYMENT OPPORTUNITY  
SECONDARY SCHOOL AND COVID-19 RESPONSE ADMINISTRATIVE ASSISTANT  
(MATERNITY LEAVE REPLACEMENT)**

***Position Summary***

Lac des Mille Lacs First Nation is seeking a creative individual to fill the position of Administrative Assistant (one-year Maternity Leave) for Seventh Fire Secondary School and COVID-19 Response. Under the direction of the Administration Team, the Administrative Assistant is responsible for managing office procedures and providing administrative support to all secondary programs at the Seventh Fire Secondary School. This position will also provide support and work alongside Education Centre staff, who are implementing the COVID-19 plan.

***Required Skills & Qualifications***

- Post-secondary diploma in Office or Business Administration is preferred.
- Experience working in an educational setting or school office is an asset.
- Proficiency in MS Office (Excel, Word) to create professional quality reports and minutes.
- Demonstrated ability in office administration, methods and procedures.
- A comprehensive understanding of database programming and data entry (Datavan)
- Fluency or knowledge of the Anishinaabe language is an asset.
- Excellent interpersonal, oral, and written communication skills.
- Ability to work independently with minimal supervision, as well as a team player.
- Ability to multi-task and prioritize daily workload.
- Discretion with personal/confidential information as well as possess a high level of professionalism and diplomacy.
- Access to own transportation and a valid driver's license.
- A vulnerable sector check is required.

Along with a resume and cover letter, applicants are asked to submit three references.

Application packages can be submitted to:

**HIRING COMMITTEE**  
**Lac des Mille Lacs First Nation – Attention: Education Centre**  
**1100 Memorial Avenue, Suite 328**  
**Thunder Bay, ON P7B 4A3**  
**Telephone: (807) 699-0233 ☐ Fax: (807) 475-4882**  
**E-mail: [ldmlfn@lacadesmillelacs.ca](mailto:ldmlfn@lacadesmillelacs.ca)**  
**or**  
**[rberkan@lacadesmillelacs.ca](mailto:rberkan@lacadesmillelacs.ca)**

**CLOSING DATE: JANUARY 16th, 2021**

## **GENERAL DUTIES**

Administrative support for the Seventh Fire Secondary School and COVID-19 Pandemic Response.

### ***Specific Duties:***

- Oversee all aspects of general office coordination as required in a school setting
- Maintain office calendar to coordinate workflow and meetings
- Maintain professionalism and confidentiality in all aspects related to the position
- Manage storage, filing and security of documents
- Prepare correspondence, reports, and other documents
- Maintain the school(s) student data-base and other data systems, as required
- Prepare any required Ministry of Education, ISC and community reports
- Organize staff meetings, professional development meetings, and conference calls
- Reserve conference and meeting rooms and ensure all equipment, materials and supplies are in place
- Oversee busing and transportation for the secondary students
- Assist in agenda and information preparation, prepare meeting packages and contact meeting participants
- Act as the recorder for the Secondary Staff meetings when requested
- Compile, transcribe and distribute minutes of meetings
- Clerical and other education office related duties as required
- Contact parents and community partners as required
- Support other education staff as required
- Order supplies as required
- Work with Education Centre Administration and staff to ensure the Covid-19 plan is being effectively administered.
- Review and update policies and procedures as required.
- Other duties as assigned by the First Nation Administration and/or School Administration Team

### ***Compensation***

To commensurate with education and experience

**Note:** We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.