



Beausoleil First Nation Human Resources

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Christian Island, Ontario
L9M 0A9

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EMPLOYMENT OPPORTUNITY Executive Assistant

Posting Date:	Aug 7, 2026	Salary:	\$25.00/hour
Classification:	Permanent	Closing Date:	Aug 14, 2026
Supervisor:	Director of Operations	Vacancy Status:	New role
Hours of Work:	35 hours/week		

Overview

Beausoleil First Nation is seeking an Executive Assistant to provide high level administrative, coordination, and organizational support to the Director of Operations. This role is essential to keeping the Director organized and effective, while serving as a trusted point of connection between leadership and operational staff. The Executive Assistant is the go to person for scheduling, coordination, communication flow, and follow through. This role requires sound judgement, strong organization, discretion, and the ability to anticipate needs in a fast moving environment. The successful candidate will demonstrate professionalism and a strong commitment to Beausoleil First Nation's values of Pride, Unity, Strength, and Vision.

Key Responsibilities Include:

- Provide executive coordination and administrative support to the Director of Operations to enable effective leadership across all organizational sectors.
- Manage calendars, meetings, briefings, and follow up related to Chief and Council, senior management, and operational priorities.
- Serve as a central point of coordination between the Director of Operations and operational staff to support communication and continuity.
- Track action items, deadlines, and reporting requirements to support organizational accountability and follow through.
- Assist with coordination of budgeting cycles, funding timelines, and reporting in collaboration with Finance and sector leads.
- Support policy development and implementation processes through document coordination and version control.
- Coordinate leadership meetings, community facing events, and external engagements as directed.
- Maintain organized records and handle confidential information with professionalism and discretion.
- Uphold Beausoleil First Nation values at all times.

Qualifications:

- Diploma or degree in Office Administration, Business Administration, Public Administration, or a related field, or equivalent experience.
- Minimum three (3) to five (5) years of senior administrative or executive coordination experience.
- Experience supporting senior leadership, boards, or elected officials.
- Strong organizational, communication, and time management skills.
- Demonstrated ability to manage competing priorities in a fast paced environment.
- Experience working with First Nations or Indigenous organizations is a strong asset.
- Preference given to qualified members of Beausoleil First Nation and other Indigenous applicants.

How to Apply

Submit a complete application package including:

- Cover letter
- Resume

*Employer references will be requested in the later stages of recruitment

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.