

Wiikwemkoong Child and Family Services is seeking qualified individuals to fill the position of Administrative Assistant. Wiikwemkoong Unceded Territory (WUT) Child and Family Services oversees and advocates for child and family matters by following the principals and ethics of Wiikwemkoong's Gchi Naaknigewin, Wiikwemkoong's Children's Bill of Rights and Wiikwemkoong Community Standards. This will ensure the services are culturally appropriate to support the community's children and families in alignment with Anishnaabe values and practices. The Administrative Assistant will report directly to the Team Supervisor.

RESPONSIBILITIES

- Provide comprehensive administrative support to the Team Supervisor.
- Coordinate and manage meetings, including agendas, minutes, action items, and follow-up.
- Act as a primary point of contact for internal and external communications for respective department.
- Prepare correspondence, reports, presentations, and briefing materials.
- Maintain accurate, confidential records, files, and task lists.
- Assist with planning, coordination, and monitoring programs, projects, and initiatives.
- Coordinate travel, accommodations, meeting logistics, and supplies.
- Complete timecards, mileage claims, purchase orders, and other financial documentation.
- Support data collection and monthly reporting requirements.
- Ensure confidentiality, privacy, and proper documentation related to children, youth, and families.
- Assist with community events and meetings and initiatives as needed.
- Utilize and maintain accurate records within the Caseworks Case Management System

REQUIREMENTS

- Two Year College Diploma in Administration.
- Minimum of two (2) years of experience in an administrative or executive role, preferably in a First Nation Community, Organization or the social services sector.
- Strong communication, documentation and interpersonal skills.
- Problem-solving and conflict resolution abilities.
- Organizational skills for managing multiple tasks and meeting deadlines.
- Ability to work independently and collaboratively; flexibility to work evenings or weekends as needed.
- Empathetic and culturally sensitive; commitment to equity and inclusion.
- Successfully pass a Criminal Reference Check.
- Valid driver's license, and a reliable vehicle.

Salary: \$65,009 (Grade 5, Step 1)

Location: In-Office Wiikwemkoong

Posting: September 16, 2026

Closing Date: Open Until Filled

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including current Supervisor.

Confidential: - Administrative Assistant – Prevention Team, Child and Family Services

Box 112 19A Complex Drive
Wiikwemkoong Unceded Indian Reserve
Wiikwemkoong ON P0P 2J0
hr@wiikwemkoong.ca

Please submit copies as there is no return of submissions. Incomplete application will not be reviewed. Only those selected will be contacted.