

# Long Lake #58 First Nation

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**Job Title:** Executive Assistant to the DOO and the Associate DOO

**Department:** Senior Management

**Reports To:** Director of Operations of Long Lake First Nation

## Position Summary:

The Executive Assistant provides high-level administrative support to the Director of Operations of Long Lake First Nation. This role is crucial in ensuring the smooth functioning of the Director of Operation's office and supporting the Director of Operations in the execution of their duties and responsibilities. The Executive Assistant will manage communication, schedule appointments, coordinate meetings, prepare reports, and handle confidential and sensitive information with professionalism.

## Key Responsibilities:

- **Administrative Support:** Provide direct administrative support to the Director of Operations, including scheduling, managing appointments, preparing materials for meetings, and ensuring the Director of Operation's office is organized and efficient.
- **Communication Management:** Serve as the primary point of contact between the Director of Operation's office and external stakeholders, including community members, government representatives, and other organizations. Handle correspondence, phone calls, and emails with discretion.
- **Meeting Coordination:** Organize meetings, community events, and travel arrangements for the Director of Operations. Prepare agendas, take minutes, and follow up on action items.
- **Document Management:** Draft, proofread, and finalize documents such as reports, correspondence, presentations, and proposals. Maintain a filing system for easy access to documents.
- **Confidentiality and Discretion:** Maintain a high level of confidentiality in handling sensitive information regarding governance, community issues, and First Nation operations.
- **Research and Report Preparation:** Assist with research and the preparation of background materials for presentations and meetings. Provide support in the preparation of reports to the First Nation's leadership and external agencies.
- **Liaison Role:** Act as a liaison between the Director of Operations and the First Nation's administration, Council, and other community leadership. Ensure clear communication channels are maintained.

- **Event Planning:** Assist with the planning and execution of community and public events, ensuring smooth operations and adequate preparation for the Director of Operations's involvement.
- **Other Duties:** Perform other tasks and duties as assigned by the Director of Operations, as needed, to support the effective functioning of the First Nation's leadership.

## **Qualifications:**

- **Education and Experience:**
  - A diploma or degree in office administration, business, or a related field is preferred.
  - Previous experience as an executive assistant or in a senior administrative support role, ideally in a governmental, non-profit, or community-based organization.
- **Knowledge:**
  - Understanding of First Nations governance, culture, and community affairs is highly desirable.
  - Knowledge of office management procedures and relevant software (e.g., MS Office Suite).
  - Knowledge of accounting, and human resources
- **Skills and Abilities:**
  - Excellent communication (written and verbal) and interpersonal skills.
  - Strong organizational and time management abilities, with the ability to prioritize tasks effectively.
  - High attention to detail and accuracy in all aspects of work.
  - Ability to work independently and as part of a team in a dynamic and sometimes high-pressure environment.
  - Strong problem-solving skills and ability to handle sensitive and confidential matters with discretion.
- **Cultural Sensitivity:**
  - An understanding and respect for the values, traditions, and practices of the First Nation community.
- **Other Requirements:**
  - Ability to work flexible hours, including occasional evenings or weekends as required.
  - A valid driver's license is required

## **Working Conditions:**

- Full-time, permanent position.
- Office-based with occasional travel required for events or meetings.
- The position may require extended hours during peak periods or special events.

## **How to Apply:**

Interested candidates should submit their resume, a cover letter, and at least two references to Long Lake #58 First Nation, ATTENTION Careers  
[Careers@longlake58fn.ca](mailto:Careers@longlake58fn.ca)

Job Ad will remain open until it is filled.