



Job Posting

Position: Board Secretary
Closing: June 6th, 2025
Terms: Permanent, part-time, hybrid role (up to 15 hours per week, with flexibility as required)
Compensation: \$20.625/hr

Job Summary: In alignment with the Kawenni:io/Gaweni:yo vision, the Board Secretary will be responsible to work with the Board of Directors to ensure the safe and effective administration of a culturally-based education program that promotes understanding and pride in being Rotinohsion:ni/Hodinohso:ni, while preparing students to deal successfully with the complexities of contemporary society.

Education/Qualifications

- Post Secondary Diploma in Office Administration or a similar program preferred.
- Minimum of two (2) years of experience in a First Nation workplace.
- Experience with minute taking and record keeping.

Knowledge

- Knowledge of MS Office, including Word, TEAMS and Outlook.
- Experience with the operation of various office equipment, including multi-line telephones and photocopiers.
- Knowledge of the KGS Vision, mandate and purpose.

Skills/Abilities

- Knowledge of the Rotinohsion:ni/Hodinohso:ni culture and/or language.
- Demonstrate interpersonal skills through respect, sharing and caring.
- Good written and verbal communication skills.
- Ability to maintain the confidentiality of the workplace.
- Willingness to support the mission and vision of the school.

Please submit a cover letter, resume, relevant degrees/diplomas/certificates, Police Check and 3 work related references to:

Kawenni:io/Gaweni:yo School
3201 Second Line, Hagersville, Ontario, N0A1H0
Attention: HR – Board Secretary

Completed applications also accepted via email – hr@kgschool.ca

Detailed job description available via the email above. Only those selected for an interview will be contacted. All parties are encouraged to apply, recognizing preference will be given to qualified Hodinohso:ni candidates.

ALL POSITIONS WITHIN KGS ARE REQUIRED TO PROVIDE A CURRENT, SATISFACTORY CRIMINAL RECORDS CHECK WITH VULNERABLE SECTOR SCREENING. PLEASE CONTACT THE ABOVE EMAIL IF YOU HAVE ANY QUESTIONS.