 The MISSISSAUGAS OF THE CREDIT FIRST NATION

 is accepting applications for the full-time, permanent position of

**Intergovernmental Affairs Administrative Assistant**

Closing Date: July 25, 2025, at 12:00pm

**Position Purpose**

The Administrative Assistant will provide high-level, confidential, and efficient administrative assistance to the Senior Director of Intergovernmental Affairs. The incumbent will support relationship-building and coordination efforts between MCFN and various levels of governments, Indigenous organizations, and external stakeholders.

**Education and Experience**

* Post-Secondary education in Office Administration, Public Administration, or a related field.
* Minimum 3 years of administrative experience, preferably supporting senior leadership within a government or First Nation organization.

**Knowledge**

* Sound knowledge of Aboriginal and treaty rights
* Knowledge of the MCFN governance and history

**Skills/Abilities**

* Proficiency in Microsoft 365 and MS Teams
* Excellent organizational skills
* Proven written and verbal communication skills
* Experience handling sensitive information with discretion and integrity
* Ability to work independently or as a member of a diverse team where relationships are developed and maintained
* Ability to interpret complex information
* Innovative and creative thinker, with the ability to anticipate outcomes, think ahead, and solve problems
* Ability to work in a past-paced environment and balance competing priorities
* Ability to work well under pressure and meet tight deadlines

**Other Requirements**

* Criminal Records Check/Vulnerable Sector Screening
* Valid G Class driver’s license and a reliable vehicle
* Safe Food Handler’s Certificate or the willingness to obtain one

**Salary Range:** $47,385 - $63,180

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment related, to:

The Mississaugas of the Credit First Nation

**Attention: Personnel Committee**

2789 Mississauga Road

 Hagersville, ON

N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at HR.Clerk@mncfn.ca

**Preference will be given to Indigenous applicants. Self-identification is encouraged.**

**Miigwech to all who apply, only those candidates selected for an interview will be contacted.**