



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel : (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Education Assistant - KKETS (16 weeks)

Start Date: Immediately

Location: Marten Falls First Nation - Ogoki Post

Posting Closing Date: Open until filled

The Community:

The Marten Falls First Nation reserve is located at the intersection of the Ogoki and Albany Rivers. It is approximately 400km to the northeast of Thunder Bay. The closest city with year-long road access is Nakina, which is located approximately 160 km to the south. The location of the land makes it a combination of swampy areas and drier, treeless areas. The proximity to the rivers coupled with forests full of White Spruce, Cedar, Balsam, Pine and Tamarack trees allow both ecosystems to thrive. Numerous fish species including pickerel, trout, pike, whitefish and sturgeon and animals such as caribou, bears, moose, beavers, martens, etc. are native to the Marten Falls reserve land.

Reports To

The Education Assistant report to and is under the direct supervision of the Education Director.

Job Overview

Marten Falls First Nations (MFFN) is seeking a dedicated Education Assistant to join our team. The Education Assistant provides support to the Education Department. The Education Assistant is an integral part of ensuring the maintenance of effective administrative processes at the school and serving as the first contact for incoming students, parents, and guests.

Prerequisites:

- Post-secondary education preferred Minimum of a High school diploma or equivalent is preferred
- 1-3 years' experience in administrative role or secretaries, or previous clerical experience is an asset
- Hold a valid G Ontario Driver's License

To promote employment equity, Marten Falls First Nation welcome applications from all qualified individuals including indigenous persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We appreciate the interest of all applicants, however, only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated.

Confidential Information provided by applicants is used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

- Must be willing to provide a current Police vulnerable sector check or a criminal record check

Responsibilities and Duties:

The duties include and are not limited to:

- Provide administrative support by directing phone calls, emails, correspondence, schedules/appointments, and handling other daily tasks;
- Maintain a professional and friendly demeanor with employees, management, community members, and visitors;
- Prepare various documents, such as correspondence, reports, and memos as needed;
- Support Education Department staff with administrative duties like printing, copying, filing, and binding;
- Assisting in data entry and database management;
- Perform other assigned duties.

Skills:

- Strong written and verbal communication skills;
- Strong organizational and computer skills;
- Experience in administrative positions an asset;
- Proficiency in Anishinaabemowin an asset;
- Observation and Active Learning Skills.
- Leadership and Planning Skills.
- Organization and Management Skills.
- Classroom Organization.
- Time Management.

Working Conditions:

- Environmental Conditions: Primarily Inside/Office environment
- Physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment - It also involves extended time sitting, walking, and standing.

Compensation/Benefits:

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- Salary is competitive - based on experience and education

Please send your resume to the Human Resources Department.

Stella Idogho, RPR
Manager, Human Resources
Marten Falls First Nation
Ogoki Post, ON, P0T 2L0
humanresources@martenfalls.com
C: 807-935-7347

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