



INDEPENDENT FIRST NATIONS ALLIANCE

Job #206 Administrative Assistant Summer Student

Location: Thunder Bay Office (Onsite)

Department: Administration

Type of Role: TERM - Full-Time

Reporting to the Technical Services Manager, the Administrative Assistant (Summer Student) position is a temporary 7-week term position who is responsible for performing a variety of administrative/clerical tasks.

Responsibilities:

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering, screening and forwarding incoming phone calls
- Record in/out going mail and fax
- Photocopying and collating reports and other documents as required
- Other duties as assigned.

Position Requirements:

- Completion of a high school diploma or equivalent.
- 1 year of related work experience in an office environment.
- Must be a status member from 1 of the 25 Sioux Lookout Area Aboriginal Management Board (SLAAMB) communities.
- Must be aged 16 – 30 and attending post-secondary and returning in the fall.
- Proficient in the use of Microsoft Office Suite.
- Ability to maintain a high level of confidentiality when handling sensitive information.
- A good understanding of the culture and the language is a definite asset.
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to our organization and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.



Salary Range: \$\$17.75/ hour

Schedule: Regular hours from Monday to Friday

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job #206**. We look forward to welcoming you to our team!

Term Details: Position begins July 7, 2025, and ends August 22, 2025

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.

IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.