



EMPLOYMENT OPPORTUNITY

POSITION: Executive Administrative Assistant – Maternity Leave (12 months)
LOCATION: Wiikwemkoong Board of Education
SALARY: \$39.49/hr
START DATE: November 17, 2025

Under the direct supervision of the Education Director, the Executive Administrative Assistant will provide office services by implementing administrative systems, procedures and policies and monitoring of administrative projects related to the Wikwemikong Board of Education.

RESPONSIBILITIES:

- Provide administration and clerical support for educational programming.
- Coordinate various activities and events related to education.
- Schedule and plan monthly meetings for various programs such as: WBE Board Members, Instructional Leaders, Staff and Program Managers.
- Log incoming and outgoing mail; provide information by answering questions and requests via face-to-face, email and telephone.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Complete operational requirements by scheduling and assigning administrative projects; expediting work results.
- Contributes to team effort by accomplishing related results as needed.
- Maintain revisions of WBE policies.
- Ability to research centralized filing system for implementation.
- Attend various meetings and take minutes.
- Understands and supports implementation of “Robert’s Rules of Order” during meetings.
- Communicates directly with WBE Board Members when planning for meetings and trips.

SKILLS AND QUALIFICATIONS:

- Reporting skills, Administrative Writing Skills, and Microsoft Office 365 skills.
- Working knowledge of a centralized filing system.
- Ability to work independently with minimal supervision and as a team player.
- Strong written and verbal communication skills, multitasking, and organizational skills.
- High School or Post Secondary Diploma in a related field and/or relevant experience
- Knowledge and appreciation of Anishinaabe culture, traditions, language, and history.
- Valid driver’s license and access to vehicle.
- Provide a cover letter, resume, and three current work-related references.
- Provide a current original vulnerable/criminal reference check (within the last 90 days) upon offer of employment.

CLOSING:

October 17, 2025 @ 2:00 p.m.

DIRECT APPLICATIONS TO:

Angela Shawanda, Recruitment and Retention Coordinator
Wiikwemkoong Board of Education
34 Henry Street Wikwemikong, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: 705-859-3834 Fax: 705-859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.
Only those selected for an interview will be contacted.