

The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the full-time, permanent position of



“Executive Assistant to the Senior Director of Operations”

Administration Department- Full-Time | Permanent

We are seeking a highly organized, proactive, and professional **Executive Assistant to the Senior Director of Operations** who thrives in a fast-paced environment and excels at managing complex priorities. This role is critical to supporting executive leadership, coordinating organizational initiatives, and ensuring the smooth operation of the Senior Director’s office. If you are a skilled communicator with exceptional attention to detail and a passion for contributing to meaningful community outcomes, we encourage you to apply.

Key Responsibilities

In this role, you will:

- Provide executive-level administrative support to the Senior Director of Operations, including calendar management, meeting coordination, correspondence, and travel arrangements.
- Serve as a key liaison between the Senior Director, Executive Management Team, departmental leaders, community members, and external stakeholders.
- Prepare, edit, and coordinate briefing notes, reports, presentations, agendas, meeting minutes, and official correspondence.
- Track and follow up on action items, projects, and strategic initiatives to ensure organizational priorities remain on schedule.
- Coordinate departmental reporting and support the preparation of materials for Council meetings, governance discussions, and executive decision-making.
- Organize meetings, conferences, and special events, ensuring logistics, documentation, and follow-up activities are completed effectively.
- Maintain confidential records and information while identifying opportunities to improve administrative processes and operational efficiency.

Qualifications & Experience

We are looking for candidates who bring:

- College Diploma in Office Administration, Business Administration, or a related field.
- Minimum three to five years of experience in a senior administrative or executive assistant role.
- Exceptional organizational, time management, and multitasking skills with the ability to manage competing priorities and deadlines.
- Strong written and verbal communication skills, including the ability to prepare professional reports, correspondence, and presentations.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and digital document management systems.
- Demonstrated discretion, professionalism, and ability to maintain strict confidentiality.



Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, Ontario N0A 1H0



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- Ability to work independently while collaborating effectively across multiple departments and stakeholder groups.

Assets:

- Experience working within First Nations organizations, Indigenous communities, or Indigenous governance environments.
- Knowledge of Indigenous governance structures, community engagement practices, and MCFN organizational protocols.

Why Work for MCFN?

At MCFN, your work has purpose. You're not just supporting executive operations—you're helping advance initiatives that strengthen community, support effective governance, and contribute to the future of a proud and growing First Nation. This role offers a unique opportunity to work closely with senior leadership, gain exposure to strategic decision-making, and make a meaningful impact across the organization.

Benefits

- Competitive vacation package
- Comprehensive group benefits (Health, Dental and Life) and pension plan
- Generous paid time off
- 5 mental wellness days
- Professional development and leadership training opportunities
- Supportive executive leadership environment
- Opportunity to contribute to meaningful community and organizational initiatives

First Nations Preference

In accordance with section 16(1) of the Canadian Human Rights Act and as part of the Mississaugas of the Credit First Nation's commitment to supporting the employment and advancement of Indigenous peoples, preference may be given to qualified candidates who self-identify as First Nations. Applicants who wish to be considered under this preference are invited to voluntarily self-identify in their cover letter.

Mississaugas of the Credit First Nation is committed to fostering a diverse and inclusive workplace. We provide employment opportunities in a manner consistent with applicable human rights legislation and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other ground protected by law, subject to any lawful special programs.

How to Apply

Please submit your résumé and cover letter to: HR.Clerk@mncfn.ca

Deadline: July 8, 2026



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