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## External Job Posting

NADF is seeking a dynamic individual to join our team as an **Administrative Assistant, Contract**

Established in 1987, NADF is a results-oriented Aboriginal organization delivering programs and services that support and empower Aboriginal peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Administrative Assistant is responsible for a wide variety of administrative duties in support of the Executive and Marketing Manager. Duties include but are not limited to assisting with marketing activities, providing executive and administrative support, and promoting NADF programs and services.

You are a self-starter and a dedicated team player; you have the highest integrity and ability to maintain confidentiality; you are a superior communicator with strong written and verbal skills; you are proactive, organized, and energetic.

### Key Responsibilities:

#### 1. Administrative Support

- Perform basic administrative tasks, such as answering phones, responding to emails, photocopying, and scanning.
- Attend meetings and take minutes as needed.
- Support additional tasks as needed to facilitate departmental operations.

#### 2. Data Entry and Filing

- Input and manage data in spreadsheets, databases, and other systems.
- Organize and maintain physical and digital filing systems.

#### 3. Correspondence and Communication

- Compose, edit, and format documents, reports, emails, and other correspondence.

### Qualifications:

- ☐ A post-secondary diploma in Business or Marketing; or a high-school diploma or equivalent with additional education in marketing or a related field.
- ☐ A minimum of two (2) years of administration experience in a related field.



Community Futures Development Corporation  
Société d'aide au développement des collectivités

**Job Type:** Short-Term Contract to December 20, 2024  
**Salary:** \$34,421 - \$48,800  
**Location:** Fort William First Nation office.  
**Schedule:** Monday to Friday, 35 hours per week.  
**Closing Date:** Wed., February 7, 2024 @ 1:00 p.m.

NADF is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures, which must be taken to enable you to be assessed in a fair and equitable manner.

