

External Job Posting

NADF is seeking a dynamic individual to join our team as a **part-time Executive Assistant**.

Established in 1987 as a not-for-profit Indigenous Financial Institution, we are dedicated to serving entrepreneurs, businesses, and First Nation communities across the region. Our wide range of services supports Indigenous business growth and economic prosperity. From providing tailored financing solutions to offering comprehensive business support services, facilitating community planning initiatives, and delivering workshops and bookkeeping training, we aim to empower your success.

The Executive Assistant supports the Chief Executive Officer by assisting with meetings and events. This includes preparing reports and information packages, scheduling meetings, taking meeting notes, tracking action items, and helping organize events and travel.

This is a senior-level position, not an entry-level role. The Executive Assistant will have several years of experience providing direct support to a Chief Executive Officer and can work independently with minimal supervision.

You are a dedicated and collaborative team player with the highest integrity and a strong commitment to maintaining confidentiality. You have strong written and verbal communication skills, and consistently demonstrate a proactive, organized, and energetic approach.

Key Responsibilities:

1) Executive Support and Administration

- a) Manage the Chief Executive Officer's calendar, appointments, and scheduling priorities.
- b) Coordinate meetings, travel arrangements, accommodations, and itineraries.

2) Communications with Stakeholder Relations:

- a) Provide stakeholder relations and communications support by serving as a point of contact for internal and external stakeholders.
- b) Support the Chief Executive Officer by developing presentations, briefing materials, speaking notes, announcements, and communication materials for internal and external audiences.

3) Administration and Event Support:

- a) Provide administrative support to the Communications and Marketing Lead, as needed, including planning and organizing meetings, workshops, conferences, and events.
- b) Coordinate logistics, travel, and accommodations.

4) Records and Information Management:

- a) Provide records and information management support by maintaining organized electronic and physical records.
- b) Ensure documents are accurately stored, archived, and managed in compliance with NADF's policies and retention requirements.

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Education and Experience Required:**Education:**

- a) Required: Post-secondary diploma in Business Administration, or a related field.
- b) Preferred: Post-secondary degree in Business Administration, or related discipline.

Experience:

- a) Minimum of four (4) years' experience as Executive Assistant or providing executive-level support.
- b) Experience supporting Chief Executive Officer leadership is considered an asset.
- c) Experience working in an Indigenous not-for-profit organization is considered an asset.
- d) Experience working with an Indigenous not-for-profit board of directors.

Wage Band/Salary Range:	Wage Band 3 / Hourly Range \$26.26 - \$37.24
Location:	Fort William First Nation office
Hours of Work:	Twenty (20) hours per week, days to be determined.
Travel:	Ability to work flexible hours. Ability to travel to remote and First Nation communities. Ability and willingness to travel by air and road as required. Availability for overnight and multi-day travel.
Closing Date:	Friday, September 4, 2026, by 3:00 p.m.
Attachment:	NADF Job Description, Executive Assistant
Apply to:	To be considered for this rewarding position, please forward a detailed resume in confidence, along with a cover letter and three (3) current work-related references to recruitment@nadf.org



Job Description

Job Title			Wage Band	Hourly Range
Executive Assistant – Part Time			3	\$26.26 - \$37.24
Reports to	Department	Hours of Work	Benefits	
Chief Executive Officer	Administration	20 hours/week	plus 4% vacation pay in accordance with Ontario Employment Standards legislation.	

Job Overview

The Executive Assistant supports the Chief Executive Officer by assisting with meetings and events. This includes preparing reports and information packages, scheduling meetings, taking meeting notes, tracking action items, and helping organize events and travel.

The Executive Assistant also involves working with government representatives, community partners, and other stakeholders; strong communication and relationship-building skills are important. The Executive Assistant must be organized, professional, dependable, able to handle confidential information, and flexible in managing changing priorities.

This is a senior-level position, not an entry-level role. The Executive Assistant will have several years of experience providing direct support to a Chief Executive Officer and can work independently with minimal supervision.

Key Responsibilities

1) Executive Support and Administration

- Manage the Chief Executive Officer's calendar, appointments, and scheduling priorities.
- Coordinate meetings, travel arrangements, accommodations, and itineraries.
- Prepare reports, presentations, and background materials.
- Track deadlines, commitments, and follow-up actions on behalf of the Chief Executive Officer.
- Screen and prioritize correspondence, inquiries, and requests.
- Maintain confidential records and sensitive information.
- Anticipate administrative needs and proactively resolve issues.
- Support the Chief Executive Officer in managing competing priorities and emerging issues.

2) Communications with Stakeholder Relations:

- Provide stakeholder relations and communications support by serving as a point of contact for internal and external stakeholders.
- Support the Chief Executive Officer by developing presentations, briefing materials, speaking notes, announcements, and communication materials for internal and external audiences.
- Coordinate responses to inquiries, ensuring accurate, consistent, and timely communication on behalf of the organization and the Chief Executive Officer.
- Build and maintain positive, collaborative relationships with internal and external stakeholders.

3) Administration and Event Support:

- a) Provide administrative support to the Communications and Marketing Lead, as needed, including planning and organizing meetings, workshops, conferences, and events.
- b) Coordinate logistics, travel, and accommodations.
- c) Record minutes and track action items.

4) Records and Information Management:

- a) Provide records and information management support by maintaining organized electronic and physical records.
- b) Ensure documents are accurately stored, archived, and managed in compliance with NADF's policies and retention requirements.
- c) Coordinate annual archiving activities.
- d) Maintain document control and version management practices to ensure the accuracy, security, integrity, and accessibility of organizational records.

Education and Experience

Education:

- a) Required: Post-secondary diploma in Business Administration, or a related field.
- b) Preferred: Post-secondary degree in Business Administration, or related discipline.

Experience:

- a) Minimum of four (4) years' experience as Executive Assistant or providing executive-level support.
- b) Experience supporting Chief Executive Officer leadership is considered an asset.
- c) Experience working in an Indigenous not-for-profit organization is considered an asset.
- d) Experience working with an Indigenous non-profit board of directors.

Knowledge and Skills

Technical Skills:

- a) Proficient in Adobe.
- b) Proficient with Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, SharePoint).

Knowledge, Skills & Abilities (KSA):

- a) Ability to handle confidential information and manage responsibilities with discretion.
- b) Excellent time management and organizational skills.
- c) Strong communication skills, with the ability to clearly convey complex planning information to a variety of internal and external stakeholders.
- d) Excellent attention to detail, with strong written and verbal communication skills.
- e) Demonstrated initiative and accountability, with the ability to work independently and with minimal supervision.
- f) Strong team player who can follow direction and contribute effectively in a collaborative environment.
- g) Demonstrated experience in First Nation entrepreneurship, facilitation, research, and analysis, supported by active community involvement.
- h) Demonstrated commitment to grassroots entrepreneurship development, as well as social and economic justice.
- i) Ability to address sensitive issues with diplomacy, professionalism, and tact.
- j) Sound judgment in determining when to take initiative and when to seek guidance from an immediate supervisor.
- k) Ability to manage multiple priorities and meet established deadlines.
- l) General understanding of Indigenous culture and the opportunities and challenges related to business and economic development in Northern Ontario.
- m) Culturally aware and sensitive, with an understanding of Indigenous communities, cultures, and values.
- n) Ability to speak Ojibway, Oji-Cree, or Cree is considered an asset.

The Employee will be Responsible For

- a) Perform the duties and responsibilities of the position to the best of their ability.
- b) Adhere to relevant legislation, company policies, and procedures.
- c) Protect confidential and proprietary information.
- d) Maintain respectful and collaborative working relationships.
- e) Support and promote NADF's mission, vision, and values.
- f) Maintain a safe work environment.
- g) Represent NADF in a positive and professional manner.

Conditions of Employment

- a) Valid driver's license.
- b) Access to a reliable vehicle.
- c) Required vehicle insurance coverage.
- d) Ability to work flexible hours.
- e) Ability to travel to remote and First Nation communities.
- f) Ability and willingness to travel by air and road as required.
- g) Availability for overnight and multi-day travel.

Note

This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as necessary to support NADF's ongoing needs.



Job Description

Signatures

By signing this document, I acknowledge that I have read, understood, and agreed to the job description outlined above for my position at NADF.

Employee Name (Print)

Employee Signature

Date