



**JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL-TIME INDEFINITE HIRE
COMMUNITY SUPPORT PROGRAM
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES**

**SALARY LEVEL: PAY BAND 3 \$51,977.02 - \$76,938.69 ANNUALLY
DEADLINE TO APPLY: MARCH 14, 2025, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

The Administrative Assistant provides essential support to the organization. This role plays a vital part in ensuring the smooth and efficient operation of our office, while also honoring and upholding the cultural values and traditions of our community. The ideal candidate will demonstrate a deep respect for Indigenous culture, strong organizational skills, and a commitment to excellence in administrative support.

QUALIFICATIONS:

- Two-year post-secondary diploma in Office Administration or related with one-year administrative or related experience;
- **OR** One-year certificate in Office Administration with two-years administrative or related experience;
- **OR** High School diploma with three-years administrative or related experience

All interested applicants **MUST** submit all of the following documents:

1. Cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas,
4. Copy of certificate of Indian Status or Secure Certificate of Indian Status (if applicable)
5. Three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the Unites States as necessary.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0