



MUSHKEGOWUK COUNCIL

Mushkegowuk Council is dedicated to providing quality equitable and accessible support and advisory services to respond to and meet the social, economic, cultural, educational, spiritual, and political needs of first nations, thereby improving the quality of life of our people

EMPLOYMENT OPPORTUNITY

POSITION: Executive Assistant
DEPARTMENT: Health
COMPETITION #: 2026-022
LOCATION: Timmins
TERM: Full-Time
CLOSING DATE: June 15, 2026 at 4:00pm EST

POSITION SUMMARY

Reporting directly to the Director of Health, the Executive Assistant provides comprehensive administrative and coordination support to enable the effective leadership of Mushkegowuk Health. Acting as the primary liaison for internal and external stakeholders, the Executive Assistant will coordinate schedules, meetings, reporting requirements, operational follow-up, and administrative processes across the Director's areas of responsibility.

The position requires a willingness to travel, including to Mushkegowuk member First Nations communities, partner sites, and other locations as required to support the work of the Director of Health.

REQUIREMENTS

- Post-secondary diploma or degree in office administration, business administration, health administration, or a related field; or an equivalent combination of education and progressively responsible experience.
- Minimum five (5) years of progressively responsible administrative experience, preferably within a healthcare or First Nations organizational environment.
- Demonstrated experience supporting senior leadership in a fast-paced, multi-priority environment.
- Exceptional organizational, coordination, and time management skills with the ability to manage competing deadlines and shifting priorities.
- Excellent written and verbal communication skills, with strong editing, formatting, and document preparation abilities.
- Superior interpersonal and relationship-building skills with a deep respect for Indigenous communities, cultures, and ways of knowing.
- Demonstrated ability to work independently, proactively, and with sound judgement.
- High degree of professionalism, initiative, tact, and diplomacy; ability to maintain strict confidentiality and act with discretion.
- Proficient in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint, and virtual meeting platforms (Teams, Zoom, OTN).
- Knowledge of First Nations health programs, health systems, and Indigenous governance is considered an asset.
- Knowledge of PHIPA and privacy requirements is considered an asset.
- Ability to speak Cree is a significant asset.
- Valid driver's license and willingness to travel, including to remote and fly-in First Nations communities, as required.

(full job description available upon request)

WHY JOIN OUR TEAM

Mushkegowuk Council offers a competitive compensation package, as well as a cohesive work environment and opportunities for development.

- ✓ Health and Dental Benefits
- ✓ Employee and Family Assistance Program
- ✓ Matched Pension Contributions
- ✓ Generous Vacation and Leave Entitlements

ADDITIONAL INFORMATION

Full vaccination against COVID-19 is mandatory for this position and operation (the Council will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

HOW TO JOIN OUR TEAM

SUBMIT RESUME AND THREE (3) RECENT WORK REFERENCES with their phone numbers and e-mail addresses, quoting **Competition #2026-022** no later than **4:00 PM on June 15, 2026** to:

Human Resources Department
MUSHKEGOWUK COUNCIL
PO Box 370
Moose Factory, ON P0L 1W0

Resumes can be emailed to: jobs@mushkegowuk.ca or faxed to 705-268-3282

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview. If you have any accessibility or special requirements, please let us know and we will do our utmost to accommodate, in accordance with applicable legislation.

June 1, 2026

**Attawapiskat
First Nation**

**Kashechewan
First Nation**

**Fort Albany
First Nation**

**Moose Cree
First Nation**

**Taykwa
Tagamou
Nation**

**Chapleau Cree
First Nation**

**Missanabie
Cree
First Nation**