

NORTHERN NISHNWABE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY ONE YEAR TERM with possibility of extension to begin January 2026

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre. NNEC has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcomes applications for the following position:

WAHSA SCHOOL ADMINISTRATIVE ASSISTANT Sioux Lookout

General:

The Administrative Assistant provides support to the Staff of WAHSA Distance Education. Services include but are not limited to administrative and record keeping duties. Must be a self-motivated professional with excellent interpersonal and communications skills. This position is under the general direction of the Office Supervisor of WAHSA Distance Education or their designate.

Qualifications:

- Certificate or Diploma in office/business administration and/or the equivalent of two years related office experience;
- Proficiency and experience in Microsoft is mandatory;
- Experience using PowerSchool or ONSIS will be considered an asset;
- A cooperative attitude when working with First Nation students, public and staff;
- Exceptional organizational skills while paying attention to detail;
- Excellent communication skills both verbal and written;

Salary: Salary Level to commensurate with education and experience

NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This position is open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to

humanresources@nnec.on.ca