

## NORTHERN NISHNWABE EDUCATION COUNCIL



### **EMPLOYMENT OPPORTUNITY 9 MONTH TERM with possibility of extension to begin April 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, Pelican Falls Wellness 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:** \$54,600 to \$67,151

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@nec.on.ca](mailto:humanresources@nec.on.ca)