



JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL-TIME INDEFINITE HIRE
MENTAL HEALTH AND WELLNESS PROGRAM
DEPARTMENT OF HEALTH

SALARY LEVEL: PB 3 51, 227.28- \$78,852.80
DEADLINE TO APPLY: JULY 25, 2025 BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the Mental Health Program Manager, the incumbent is responsible for providing administrative support for the Mental Health and Wellness Sector specifically the Mental Health, Addictions and Traditional Support and Land Based Healing. The Administrative Assistant is responsible for all Clerical, basic finance, administrative and primary records management.

QUALIFICATIONS:

- Two (2) year post secondary diploma in Office Administration, Business Administration, or related field with
- One (1) year administrative experience working in an office setting
OR
- One year certificate with a minimum of three (3) years administrative experience in an office setting.

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

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

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