



JOB POSTING
ADMINISTRATIVE ASSISTANT
(1) FULL-TIME INDEFINITE HIRE
AKWESASNE CHILD AND FAMILY SERVICES
DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES

SALARY LEVEL: CUPE PROBATION \$40,443.00 ANNUALLY

DEADLINE TO APPLY: JULY 8, 2025 BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Program Support Officer the incumbent is responsible for ensuring a professional reception area and administrative support for the staff of Akwesasne Child and Family Services.

QUALIFICATIONS:

- Diploma/certification in Secretarial, Administrative Assistant field
- One year experience.

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