



**JOB POSTING  
EXECUTIVE ASSISTANT  
(1) FULL-TIME INDEFINITE  
AKWESASNE REPRESENTATIVE & ADVOCACY PROGRAM  
DEPARTMENT OF JUSTICE**

**SALARY LEVEL: PAYBAND 6 \$64,531.71-\$99,361.60**

**DEADLINE TO APPLY: JUNE 9, 2025 BY 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

The Executive Assistant provides high-level administrative support to our organization's leadership team within the organization. This role is pivotal in facilitating the efficient operation of our organization by managing administrative tasks, coordinating executive communications, and honoring Indigenous cultural values and protocols. The Executive Assistant will possess exceptional organizational abilities, excellent communication skills, and the ability to handle a wide range of administrative tasks with discretion and professionalism.

**QUALIFICATIONS:**

- Bachelor's degree in business administration, Public Administration, Political Science, or related field with three years' related administrative experience
- **OR** 2-year Post Secondary diploma in Business, Office Administration, Public Administration, Political Science, or related field with five years related administrative experience.

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

1. 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](mailto: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