



***Want to make a difference?
ACFN is hiring and wants you to succeed,
apply today!***

EMPLOYMENT OPPORTUNITY – Executive Assistant to Chief and Council

Staffing Process Number: ACFN-2026-011

ACFN is seeking an Executive assistant to Chief and Council. Reporting to Chief and Council (C&C), and staff to C&C, the Executive Assistant (EA) to C&C provides high-level, confidential executive and administrative support to ACFN leadership. The incumbent supports effective governance, decision-making, and day-to-day administrative support to C&C.

- One (1) permanent, full-time role; 37.5 hours per week, and ability to work evenings, weekends, and holidays, as required.
- The position is local to **Fort McMurray, AB., or Fort Chipewyan, AB.**

**Interested? Email your cover letter and resume in confidence to HR@acfn.com!
Closing Date: Until a suitable candidate is found**

GENERAL RESPONSIBILITIES

The major areas of the EA include:

- Provides comprehensive, high-level executive administrative support to C&C.
- Welcoming guests by greeting them in-person or on the telephone and answering or directing inquiries.
- Conducts research and compiles background information, reports, and briefing materials; prepare summaries as required.
- Prepares accurate meeting minutes, memoranda, notes, and official records in a timely manner.
- Drafts, edits, and format correspondence, reports, and various documents on behalf of C&C.
- Organize travel and accommodation arrangements, including itineraries and related documentation.
- Reviews, screen, and prioritize incoming mail, meeting requests, correspondence, and inquiries.
- Performs administrative and clerical functions, including typing, photocopying, scanning, mailing, and document preparation.
- Create, maintain, and manage filing systems, both electronic and hard copy.
- Communicates updates, activities, and initiatives as directed.
- Prepares purchase orders and processes expenses and travel claims.
- Support special projects and conduct research to aid executive decision making.
- Review C&C emails.
- Handle sensitive information with strict confidentiality and professionalism.
- Other duties, as required. (Full position description available upon request.)

QUALIFICATIONS

- Diploma or Degree in Business Administration or related education is an asset.
- High School Diploma or a combination of Education (Grade 10), training and experience in Office Administration, Communications, or in a related field may be considered.
- Three (3) to Five (5) years of experience working with senior leadership or executive level support.
- Experience working with First Nations communities and organizations, is an asset.
- Strong Microsoft Office experience (MSWord, Excel, PowerPoint and Outlook) and google are required.
- Valid Class 5 Driver's Licence; and own or access to a vehicle.

Mahsi chogh to all who apply, but only those selected for an interview will be contacted.

NOTE: Employment Equity is a factor in the selection process. Applicants are requested to self-identify if they are Indigenous: First Nation (status or non-status), Inuit or Metis. Preference may be given to Indigenous people.

