



## Employment Opportunity Woodland Cree First Nation



Department: Education  
Location: Cadotte Lake School  
Position: Education Secretary  
Number of Positions: 1  
Full or Part-Time: Part-time, 20 hours per week  
Application Deadline: April 26, 2024

In pursuit of our mission to develop and maintain a self-supporting community for our children, Woodland Cree First Nation is proud to begin administering and operating Cadotte Lake School for the 2024-2025 school year.

Reporting to the Education Director, the Education Secretary will provide records management, data entry and support for communications between K-12, upgrading and post-secondary partners.

### Responsibilities include:

- ISETP ARMS management or membership student records
- Post-secondary and upgrading documentation and records management
- Communications and calendar coordination for the Education Department of Woodland Cree First Nation staff

### Qualifications (please include the following in your application):

- Ability to work independently on and off Woodland Cree First Nation to support the school and education department; hybrid working arrangement will be considered
- Extensive executive assistant experience in a K-12 and/or advanced education environment
- A minimum of five years of secretarial experience
- Proven leadership ability and attendance
- Experience with PowerSchool, Microsoft Office, and Atrieve Management Systems
- Two professional references - please include with application

### Compensation and Benefits:

- Salary range is \$35,000-40,000 annually
- Tentative start date is April 29, 2024
- On-site housing (single/family)
- Generous holiday schedule
- Retention bonus
- Travel allowances
- Professional learning allowances
- Strong, supportive First Nations community

How to Apply:

Please forward your cover letter and resume to [hire@woodlandcree.net](mailto:hire@woodlandcree.net) by the deadline noted above. Include the position you are applying for in the email subject.

Woodland Cree First Nation is an equal opportunity employer and welcomes all applications. We would like to thank applicants for their interest in this opportunity. Only candidates selected for an interview will be contacted.