

Eabametoong First Nation Education Authority

Fort Hope Indian Reserve #64
P.O. Box 294
Eabamet Lake, Ontario
P0T 1L0
Telephone: (807) 242-1305
Fax: (807) 242-1313

Branch Office
1046 Memorial Avenue
Thunder Bay, ON
P7B 4A3
Telephone: (807) 623-5943
Fax: (807) 623-8437

EMPLOYMENT OPPORTUNITY (Internal/External)

The Eabametoong First Nation Education Authority is seeking one (1) individual who is a self-starter, energetic, and dedicated to the job. The successful candidate will report directly to the Education Counselor.

EFNEA Branch Office – Thunder Bay Secretary/Receptionist

Qualifications:

- Have completed Secondary/Post-secondary Education or worked in a related field is preferred.
- Must have computer skills and knowledge.
- The ability to communicate in Ojibway is an asset.
- Must possess good oral/writing and communication skills.
- Familiarity with the operation of office equipment
- Must maintain confidentiality.

When applying, please provide the following:

- Cover Letter and Resume
- Three References
- Criminal Reference Check

If you are interested, please send in your resume and a cover letter to:

Eabametoong First Nation Education Authority
Nancy Waswa, Education Director
P.O. Box 294
Eabamet Lake, ON P0T 1L0
Email: nancy.waswa@efnea.com
Fax: 807-242-1313

Date Posted: September 29, 2025

Application Deadline: October 6, 2025 at 4:30pm

EFNEA would like to thank all interested applicants, but please be advised that only those considered for an interview will be contacted.