



## BINGWI NEYAASHI ANISHINAABEK

Satellite Office:  
292 S. Court Street  
Thunder Bay, Ontario P7B 2X6  
Phone: (807) 623-2724

Head Office:  
1 Copper Thunderbird Road  
Sand Point First Nation, ON., P0T 2B0  
Fax: (807) 623-2764

### Summer Student Employment Opportunities

Bingwi Neyaashi Anishinaabek is seeking to hire one (1) Economic Development Assistant (Student) to support operations at our 292 Court Street office. The Economic Development Assistant will report directly to the Director of Economic Development and will work under their supervision, with overall accountability to Chief and Council. This position provides an excellent opportunity for a student to gain hands-on experience in economic development initiatives, community planning, and administrative support within a First Nation governance environment. The successful candidate must be flexible and willing to work at either of Bingwi Neyaashi Anishinaabek's office locations, as operational needs require. Occasional travel to the land and community sites may also be expected as part of the project work and engagement activities. All applicants **must be between the ages of 15 and 30** inclusive at the start of employment.

#### **Duties and Responsibilities for the Satellite Office at S. Court Street Site Workers:**

##### **Key Responsibilities:**

- Provide support to management and staff across various departments, as required.
- Perform general administrative duties, including copying, faxing, scanning, and filing documents.
- Assist with maintaining inventory levels and ordering office supplies as needed.
- Support procurement activities by placing orders with external suppliers when required.
- Assist in the coordination and planning of community meetings, including scheduling and booking meeting spaces.

##### **Qualifications & Skills:**

- Strong organizational and time management skills.
- Effective verbal and written communication abilities.
- Proficiency in basic Microsoft Office applications (Word, Excel, Outlook).
- Ability to work independently and collaboratively within a team environment.
- Flexibility and willingness to take on a variety of tasks as needed.

**Deadline for ALL Applications:**

**Monday April 27, 2026**

**Start Date for all Jobs:**

**Monday May 4, 2026**

**End Date for all Jobs:**

**Thursday August 27, 2026**

Bingwi Neyaashi Anishinaabek will look to their membership to fulfil these positions first, then will look to Indigenous members of other First Nations, and finally open positions to the general public.

Apply to: Bingwi Neyaashi Anishinaabek  
**Attention: Meredith Seebeck**  
Human Resources  
292 S. Court Street  
Thunder Bay, ON., P7B 6C6  
[HumanRes@bnafn.ca](mailto:HumanRes@bnafn.ca)