



*Bursary and Scholarship Support Officer
Summer Position
Toronto or Six Nations, ON
Salary: \$22/hr.
Closing Date: May 2, 2025, at 5:00 pm EST*

Employment Opportunity

Indspire is an Indigenous charity, and a Top 10 Impact Charity for the past five years. We invest in the education of First Nations, Inuit and Métis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a **Bursary and Scholarship Support Officer** to start immediately, for a summer position. The role of the Bursary and Scholarship Support Officer is to provide support and coordinate all activities related to post-secondary education bursary and scholarship applicants, including reporting and follow up. They also provide support to applicants before, during and after the application process. This role reports to the Manager, Building Brighter Futures.

Key Responsibilities

- Processing student applications: assess eligibility, sort and categorize into program and confirm appropriate budget, assess according to criteria.
- Responding daily to telephone and email inquiries from applicants and the general public.
- Ensuring each application is complete according to application criteria.
- Contacting applicants by email and telephone regarding program requirements, documentation, etc. as required.
- Inputting information into a database for record keeping and reporting purposes.
- Supporting the Manager in gathering data for donor reports.
- Providing program administrative support, including reception, as required.
- Other related job duties as assigned by the Manager of Post-Secondary Education.

Qualifications

- **First Nations and Inuit secondary and post-secondary students aged 15 to 30 inclusive.**
- **Must ordinarily reside on reserve or in recognized communities, or on community lands.**
- Completion of high school and post-secondary education, or equivalent experience.
- Ability to work in a high-volume processing environment.
- Effective spoken and written communication skills.
- Excellent organizational skills, attention to detail, flexibility.
- Ability to work under pressure, manage and prioritize competing demands within short timelines.
- Ability to work independently and work well with a team.
- Ability to deal with difficult situations and at times, work with difficult people.
- Knowledge of MS Office, with particular proficiency in Excel, Word, Adobe and Outlook.
- Working knowledge of database software.
- Awareness and knowledge of the issues affecting Indigenous peoples is an asset.
- Ability to work in French is an asset.
- Occasional travel between Six Nations and Toronto offices is required.
- Must be able to work occasional evenings and possess a willingness to travel within Canada.

How to Apply

Please submit your application to:

<https://indspire.applytojobs.ca/bbf/38022>

Indspire is committed to ensuring an equal opportunity, barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at hr@indspire.ca, and we will work with all applicants to discuss any accessibility needs.

To learn more about Indspire, visit indspire.ca.

Deadline for Applications: May 2, 2025, at 5:00 pm EST