

Secretariat Office
468 Queen St E., Suite 400
Toronto, ON M5A 1T7
Phone: (416) 597 1266
Fax: (416) 597 8365
www.chiefs-of-ontario.org



Head Office
1 Migizii Miikan, PO Box 711
Nipissing First Nation
North Bay, ON P1B 8J8
Phone: (705) 476 0999
Fax: (416) 597 8365
1 877 517 6527

EMPLOYMENT OPPORTUNITY

Environment – Coordinator

The Coordinator is expected to coordinate a wide range of complex and confidential administrative and support tasks. The Coordinator provides intermediate level expertise to the position, manages confidential and time sensitive information and serves as a primary point of contact with management.

LOCATION: 468 Queen St East, Toronto, hybrid negotiable.

DUTIES AND RESPONSIBILITIES:

- Responsible for providing daily intermediate level assistance in administrative duties by providing effective scheduling management
- Full meeting preparation including agendas, booking location/venue, catering, and preparation of approved meeting packages
- Communication on meetings and preparation including recording and transcribing meeting minutes
- Maintenance of an effective electronic filing system
- Drafting and editing correspondence, reports and internal office communications
- Manage and oversee small projects, task teams and budgets
- Collaborate and share information in a dynamic team environment within COO
- Responsible for general administrative duties as required
- Attend relevant meetings and gatherings
- Travel as required
- Perform other duties as assigned

QUALIFICATIONS:

- 3-5 years experience required
- Working knowledge of First Nations governance structure
- Post-secondary diploma or degree is not required but is extremely recommended
- Experience working with First Nations communities and/or organizations is essential
- Valid driver's licenses and any other licenses and/or certificates will be considered an asset i.e. first aid/CPR training, coaching, WHMIS, etc
- Knowledge of Indigenous culture and values and rights in particular, the nations that reside within the boundaries of the province of Ontario
- Possessing knowledge and understanding of municipal, provincial and federal government structures and how they interact with First Nations

- Exceptional knowledge of various computer applications (MS Word, MS Excel, MS PowerPoint).
- Must be trustworthy, reliable and maintain confidentiality
- Preferably fully vaccinated against COVID 19

BENEFITS:

- Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

DURATION: ASAP to March 2026, with the possibility of renewal based on funding.

APPLICATION DEADLINE: Open until filled.

Send letter of application, resume and two (2) references marked confidential to:

Ashley Nardella, Human Resources & Office Manager
Email: opportunities@coo.org

Interviews will be held in Zoom. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.

Successful candidate must be eligible to work in Canada.