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## **EMPLOYMENT OPPORTUNITY Coordinator – Health**

The Chiefs of Ontario is looking for a qualified and motivated individual for the position of Health Coordinator. Under the supervision of the Director of Health the Coordinator is expected to coordinate a wide range of complex and confidential administrative and support tasks. The incumbent 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 Street E, Toronto ON

### **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.

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

### **QUALIFICATIONS:**

- 1-3 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 able to communicate clearly and concisely both written and orally.
- Demonstrates the ability to stay organized in a fast-paced environment.
- Highly developed interpersonal skills and the ability to develop and maintain good working relationships within the organization and external agencies or affiliates.
- Ability to work independently and meet tight deadlines.

**BENEFITS:**

- Negotiable 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 Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

**DURATION:** ASAP to March 31, 2026 (Potential renewal contingent upon funding approval)

**Applications will be accepted until the position is filled.**

**All Applicants must be eligible to work in Canada.**

**Only successful Candidates will be contacted.**

**Send a cover letter, resume, and two (2) references marked confidential to:  
Ashley Nardella, Human Resources: [opportunities@coo.org](mailto:opportunities@coo.org)**