



## **EMPLOYMENT OPPORTUNITY**

### **Knowledge Keepers and Youth Coordinator (Part Time)**

The Chiefs of Ontario are looking for a qualified and motivated individual for the position of Knowledge Keepers and Youth Coordinator. Under the supervision of the Director of Knowledge Keepers and Youth, 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:** Toronto, Ontario. 25 hours per week.

#### **DUTIES AND RESPONSIBILITIES:**

- Responsible for providing daily assistance in administrative duties by providing effective scheduling management.
- Record, transcribe and prepare minutes for Meetings, workshops and seminars.
- 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.

Must be able to work flexible hours during busy seasons i.e. assembly seasons; out of town meetings, etc.

#### **QUALIFICATIONS:**

- 1-3 years of proficient work experience in a First Nations community of organization is essential.
- Working knowledge of First Nations governance structure.
- Post-secondary diploma or degree is not required, but is extremely recommended.
- A valid driver's license 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.
- 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.
- 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
- Three (3) Weeks of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, a Health Spending Account, Short-/Long-Term Disability, and Life Insurance

**DURATION: ASAP to March 31, 2026 (Potential for renewal based on funding approval)**

**APPLICATION DEADLINE: Open until filled**

**Only successful candidates will be contacted.**

**Successful Candidate must be eligible to work in Canada.**

**Send letter of application, resume and include two references marked Confidential to:**

Ashley Nardella, Human Resources  
opportunities@coo.org