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EMPLOYMENT OPPORTUNITY

Coordinator – Research & Data Management

The Chiefs of Ontario is looking for a qualified and motivated individual for the position of Coordinator in the Research and Data Management sector. Under the supervision of the Director of Research and Data Management, the Coordinator is expected to coordinate a wide range of complex and confidential administrative and support tasks.

LOCATION: 468 Queen St East, Toronto – hybrid negotiable

DUTIES AND RESPONSIBILITIES:

- Work as a key member of the Chiefs of Ontario Research and Data Management sector
- Provide support with travel and meeting arrangements including agendas, booking location/venue, catering and preparation of approved meeting package
- Set up meeting rooms for in-person meetings including virtual/Teams, AV, etc.
- Submit travel claims and cheque requisitions to ensure proper recording for finance submission and processing
- Order supplies and other materials as needed
- Provide reception duties as needed
- Drafting and editing correspondence, reports and internal office communications
- Recording, transcribing and preparing minutes of meetings and workshops
- Assist and attend relevant meetings, conferences and Chief assemblies
- Maintain an up-to-date directory of all related parties/agencies and organizations
- Perform other duties as assigned

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.

RELEVANT SKILLS AND EXPERIENCE:

- Utilizing software (MS Word, Excel, Adobe and PowerPoint) proficiently to produce documents
- Able to communicate clearly and respectfully to leadership, government officials, staff and committee members, etc.
- Must be organized, able to work as a member of the team and dedicated to technical accuracy with a strong analytical eye and attention to detail
- Meet deadlines and successfully multi-task competing priorities

EDUCATION:

- College Diploma in Office Administration or training certificates in different programs such as MS Word, Excel, PowerPoint, Adobe

- 3-5 years of proficient work experience in a First Nation community or organization is essential
- Knowledge of First Nation traditions, culture, values and understanding the history and relationship between First Nations and the Crown
- Experience working with a First Nations organization at the national, regional, or community level including universities, research institutes, provincial and federal governments
- Good written and oral communication skills to participate in engagement, draft meeting summaries, reports and briefing materials and actively participate in task teams and working groups
- Proficiency in computer application skills to prepare documents as required
- Highly developed interpersonal skills and the ability to develop and maintain good working relationships within the organization and external agencies or affiliates

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 - 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**