

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

Research and Data Management – Project Assistant

The Chiefs of Ontario (COO) seek a Project Assistant that will provide administrative support to enable the Senior Research and Policy Advisor (Project Lead) within the Research and Data Management Sector. The project assistant will also support the team members in completing their tasks to ensure they meet project goals, milestones and timelines. The ideal candidate will have strong project management, research, and writing skills, as well as experience with designing presentations, and a strong ability to contribute positively to a team environment. The Project Assistant will conduct their activities and interactions in a manner that is respectful of diversity, and in alignment with First Nations culture and traditions.

LOCATION: 468 Queen St East, Toronto, hybrid negotiable

DUTIES AND RESPONSIBILITIES:

- Work collaboratively with the project lead and team to maximize productivity
- Collaborate with the whole project team, contributing to the entire project life cycle
- Collect and compile necessary documents, files, and data for project lead to ensure the required information is available to make informed decisions
- Assist in project planning and monitoring project schedules
- Assist with correspondence and communications
- Report updates verbally and in written form
- Conduct research and gather data to support the project
- Assist in the preparation of project presentations and reports
- Assist with the design and creation of graphics, charts, and other visual aids.
- Schedule and coordinate meetings and events, prepare agendas, arrange team travel
- Meeting preparations, prepare meeting minutes, summaries, action items and distribute to ensure project lead and team members are informed and aligned
- Set up meeting rooms and presentation spaces
- Proofread and edit project materials ensuring alignment with COO communication guidelines
- Travel as required
- Perform other duties as assigned

QUALIFICATIONS:

- Relevant post-secondary education (equivalent to undergraduate degree)
- Minimum of 2 years' relevant work experience

- Project management training and/or certification an asset
- Knowledge of and experience in project management software programs
- Knowledge of software programs and/or digital tools to assist with preparation of presentations and reports
- Effective organizational skills with ability to prioritize tasks, adapt to changing requirements and meet tight timelines
- Outstanding written and verbal communication skills
- Exceptional interpersonal skills
- Collaborative working style and team-player attitude
- Strong analytic skills with ability to conduct independent research and deliver findings.
- Meticulous attention to detail ensuring accuracy and completeness in project deliverables
- Knowledge of First Nations culture, history, values is an asset.
- Highly motivated with strong work ethic
- 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.