



UNION OF ONTARIO INDIANS

"To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood."

EMPLOYMENT OPPORTUNITY

Labour Market Development - Program Officer

LOCATION: Nipissing First Nation Head Office or Sudbury Satellite Office

Contract Position until March 31, 2027, with the Possibility of Extension

(and Benefits after successfully completing 3 months of employment)

Salary Range: \$59,811 to \$67,786

Reporting to the Labour Market Development Director, the Program Officer provides administrative, financial and program coordination to support the Indigenous Skills and Employment Training Program Agreements (ISETA) and other departmental initiatives, and in the delivery of programs and services to Anishinabek Employment Delivery Offices.

The Program Officer is responsible for maintaining departmental documentation, coordinating administrative and financial activities, and supporting day-to-day operations. This includes assisting with budgeting, reporting, and records management in accordance with the organization's policies and administrative guidelines.

QUALIFICATIONS:

- Diploma in Business Administration or related training, with a minimum of two years' experience in the administrative field or program support roles;
- Experience reviewing financial documents, reporting on activities and adhering to accounting best practices;
- Knowledge of Indigenous communities, cultures, and protocols, with experience working with First Nations organizations considered an asset;
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), and experience with databases or reporting systems is an asset); and
- Must possess a valid Ontario Driver's License, be insurable under the organization's vehicle insurance policy and be willing and able to travel frequently within the region for work-related meetings and events.

REQUIRED SKILLS:

- High attention to detail and accuracy, particularly in financial and reporting tasks;
- Strong analytical and critical thinking skills, with the ability to identify issues and recommend solutions;
- Excellent written and verbal communication skills;
- Professional attitude, discretion, and the ability to maintain confidentiality;
- Ability to work both independently and collaboratively as part of a multidisciplinary team;

- Adaptability and resourcefulness in a fast-paced, multi-project environment; and
- Ability to understand and speak Anishinaabemowin, or willingness to learn.

RESPONSIBILITIES:

- Support the development, implementation, and monitoring of various Labour Market Development Department work plans;
- Monitor and track program agreements, including reviewing activity reports and financial documentation;
- Prepare and process accounts payable documents, monitor and reconcile program budgets, and support financial reporting requirements;
- Prepare correspondence, reports, meeting minutes, and other internal and external communications;
- Maintain and organize the department's records management system, including correspondence, minutes, resolutions, and related documentation;
- Schedule and coordinate arrangements for in-person and virtual meetings and conferences;
- Coordinate special projects and initiatives within the Labour Market Development Department;
- Travel within the region for work-related meetings and events; and
- Perform other duties as assigned by the Director of Labour Market Development or designated team members

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Union of Ontario Indians. Note that the organization will conduct a reference check with the previous employee's immediate supervisor;
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations. Qualified applicants of Indigenous ancestry will be given preference in accordance with s. 16(1) of the *Canadian Human Rights Act*; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30pm on Friday, September 5, 2025.

Applications are to be submitted to:

Human Resources Department

Fax: (705) 497-9135 | Email: human.resources@anishinabek.ca

For inquiries regarding this position, please contact:
 Polly Bobiwash, Director of Labour Market Development Department
 Email: polly.bobiwash@anishinabek.ca

Miigwech to all applicants for their interest, however, only those who qualify for an interview will be contacted.