



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



Head Office
78 First Line Road - Unit 202, Box 8
New Credit Commercial Plaza
Hagersville, ON N0A 1H0
(905) 768-3399

Brantford Service Centre
195 Henry Street - Building #4, Unit #3
Brantford, ON N3S 5C9
(226) 493-0225

Thunder Bay Service Centre
1159 Alloy Drive - Suite 202
Thunder Bay, ON P7B 6M8
(807) 623-9595

Atikameksheng Anishnawbek
609 Gabode Drive
Naughton, ON P0M 2M0



info@ofntsc.org



ofntsc.org

Student Administrative Support

Location: Brantford, New Credit, Atikameksheng, or Thunder Bay

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote technical self-sufficiency, and foster economic growth within these communities.

As a Summer Student Administrative Support at OFNTSC, your role is crucial in assisting professionals across different departments such as Engineering, Communications, Human Resources, Finance, and the Environment Team. Working with the Ontario First Nations Technical Services Corporation presents an opportunity to gain valuable experience and contribute actively to projects aimed at improving First Nations Communities across Ontario. This summer position provides a distinctive chance to work alongside experts in these areas and create a significant impact within the organization.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

Responsibilities:

- Providing general administrative support such as answering phones, responding to emails, and directing inquiries to the appropriate staff members.
- Maintaining and updating databases, spreadsheets, and other records as needed.
- Assisting in scheduling appointments, meetings, meeting minutes, events, and ensuring that calendars are up-to-date.
- Managing physical and digital files, ensuring they are organized and easily accessible.
- Supporting staff members with various projects may include research, data collection, and analysis.
- Helping to plan and coordinate events such as workshops, seminars, or conferences, which may involve tasks like booking venues, arranging catering, and managing RSVPs.
- Being flexible and willing to take on additional tasks or projects as needed to support the efficient operation of the office or department.
- Maintain a high level of confidentiality in all interactions.

Qualifications:

- Enrolled in a post-secondary education program.
- Ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions.
- Ability to use computers and navigate the Google Suite platform, Microsoft Office and Adobe PDF.
- Must be self-motivated with excellent communication skills.



Conditions:

- Must be between the ages of 15-30.
- Candidate must be a First Nation or Inuit student. Proof of eligibility will be required.
- Must have the ability to work from the New Credit/Brantford/Thunder Bay office/ Atikameksheng Monday through Friday, 8:30 am to 4:30 pm.

*Preference will be given to qualified First Nations applicants for any employment opportunities, following the Ontario Human Rights Code.

Come join our growing
organization!

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Abi wiji' en ndo
wiji-nakiindwin myaajiiging

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Taskwatia'táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at humanresources@ofntsc.org or by calling 1-226-493-0225.



APPLY HERE

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName_FirstName_Student Administrative Support]**.

We thank all applicants, however, only those receiving an interview will be contacted.

