



## Employment Opportunity

### Parks and Recreation Office Support

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#### **This is an exciting time to join NFN!**

Department: Beautification Project - Community Infrastructure  
Posting Date: April 29, 2022  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Full-time, Contract – Ending January 2023  
Vacancies: 1  
Reports To: Parks and Recreation Supervisor/Public Works Manager

#### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **May 13<sup>th</sup> - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

#### **May 27<sup>th</sup> - 2nd Round**

- If Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

#### **June 10<sup>th</sup> - 3rd Round**

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

The Parks & Recreation Office Support will be a critical part of the Parks and Recreation Department Beautification Project by assisting the Parks & Recreation Supervisor with ensuring the administrative needs are completed.

#### **What you'll do in the role**

- Prepare and maintain administrative and financial support
- Complete the reports for various programs
- Conduct research and compile data for future project needs
- Ensure filing system is up to date and maintained
- Answer phones and respond to inquires
- Prepare documents such as timesheets, invoices and purchases orders
- Responsible for compiling information, data, and recommendations for final reports related to the program.
- Acts as liaison with NFN departments in relations to recreational, maintenance and community services under

#### **Just a few reasons to join Nipissing First Nation**



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- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Casual dress

### **What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibwe
- High level of sensitivity to Native issues.
- Knowledge in facility, construction and/or maintenance considered an asset
- Knowledge of community-based recreational activities and services considered an asset
- Must be punctual and reliable.
- Ability to prioritize tasks and meet deadlines.
- Able to work with minimal supervision, demonstrate initiative and work effectively in a team environment.
- Must have current CPR/First Aid - Level C or be willing to obtain.
- Demonstrated working knowledge in Microsoft Office applications and Office 365.
- Office support work experience is an asset.
- Excellent communication skills, both oral and written
- Strong interpersonal skills

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**