



Outreach Program Assistant

Department: True Self
Posting Date: September 16, 2022
Location: Nipissing First Nation, ON
Schedule: 25 hours/week
Job type: Part-time, Contract
Vacancies: 1
Reports To: True Self Manager

A key member of the True Self Team, the Program Assistant will provide direct support to the Outreach Coordinator and Outreach Team. The primary responsibilities of this exciting position will be to provide front line administrative support including acting as the receptionist, managing effective and professional communication through a variety of methods such as telephone, text, fax, and email, and ensure a smooth flow of information within the team as well as the Program Manager.

What you'll do in the role

- Assist with set up, organization and light cleaning of Outreach office
- Handles communication by telephone, text, fax and email, receives and distributes mail
- Update and chase delegated tasks to ensure progress to deadlines
- Back up for main Reception Area when Administrative Assistant is away
- Monitor and update Outreach Team members calendars and make sure the Team member has everything needed/done before scheduled meeting.
- Effectively use the database to track clients and stats for administrative purposes
- Completing and submitting stats to the Program Manager in a timely manner for monthly, quarterly, and annual reports to funders
- Support the other Outreach staff as needed/required
- Work effectively with a diverse population, including individuals with barriers to employment
- Interpret verbal and non-verbal behaviour: to develop accurate perception and understanding of others/ feelings, needs, values and opinion

Just a few reasons to join Nipissing First Nation

- 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
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe



Employment Opportunity

- Post-secondary education or equivalent experience in office administration or human resources development
- Minimum 2 Years' related experience
- Lived experienced with Mental Health challenges, Addiction and/or trauma
- Lived experience with Justice System
- Comprehensive knowledge of Word, Excel, Power Point, and Microsoft Access
- Excellent communication and interpersonal skills
- Sensitivity and awareness of personality differences and conflicts, to de-escalate volatile situations with participants by using effective conflict resolution and crisis intervention techniques

Application Deadlines:

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

Closing September 30, 2022 - 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.

Closing October 7th, 2022- 2nd Round

- Opportunities are open to spouses and children 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.

Closing October 14, 2022- 3rd Round

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

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications. 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.

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 no later than 4:30pm on the application deadline noted above.

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