



Employment Opportunity

Culture and Heritage Coordinator

Be a part of the Culture and Heritage Team!

Department: Culture and Heritage
Posting Date: February 10, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Permanent
Vacancies: 1
Reports To: Manager, Culture and Heritage

The Culture and Heritage Team is growing. Working with the team and independently, the Culture & Heritage Coordinator will provide administrative, logistic, programing and general office support for the Culture and Heritage department. An essential part of the Team, the incumbent will support programs which will share our culture and language to staff and community for the next seven generations.

What you'll do in the role

- Your ability to work collaboratively with a team will serve you well as you develop and deliver cultural programming for the Culture and Heritage department
- As the Culture and Heritage Coordinator, you will provide front line information and respond to general inquiries
- Whether responding to inquiries in person, on the phone or through email, your ability to provide clear written and spoken communication will shine!
- With your technical and administrative skills, you will provide general secretarial, clerical and administrative services
- Teamwork is key! Through collaboration and teamwork, you will foster effective working relationships based on mutual respect and accountability
- Experience working with computer programs such as SharePoint, word, excel and outlook is required as you will prepare documents, compile data and reports
- High organizational skills are a must! You will create, maintain and improve the filing system.
- Your willingness to pitch in and help will be appreciated to support the team with a variety of events and programing throughout the year

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
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table



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- Respect for Indigenous culture and willingness to learn Ojibwe
- Strong knowledge and awareness of Indigenous culture, values, protocol and history
- Graduate of a post-secondary program in Office Administration or relevant field is required
- Minimum of 2 years' experience in professional office setting
- Strong interpersonal skills when interacting with individuals, groups, multi-disciplinary teams and the public
- Strong computer skills, including Microsoft applications (in particular Office 365, Outlook, Excel)
- High level of proficiency and accuracy in clerical tasks including data entry, keyboarding, proofreading of notes, filing systems, documentation
- Excellent time management, organizational and communication skills
- Exhibit a high degree of initiative and self-direction
- Good oral and written communication skills, good organizational skills and ability to work in a group setting
- Strong team player with a growth mindset and a passion for what you do
- Able to work well with minimal supervision, demonstrate initiative and work effectively in a team environment
- Conduct in a professional and pleasant manner
- Must be reliable, punctual and dependable
- Sensitivity to Native issues
- Must have some knowledge of Nishnaabemwin and Nibisiing Culture

Application Deadlines:

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

Closing February 24, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing March 3, 2023 - 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
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing March 10, 2023 - 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.



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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.