



### Family Support Event Planner

---

Department: Walking Alongside Services  
Posting Date: February 23, 2024  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week - 35hrs  
Job type: Fulltime/Permanent  
Vacancies: 1  
Reports To: Supervisor, Family Support  
Starting Salary: \$45,791.20

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

##### **Direct Supports:**

- Work collaboratively with all Family Support Staff and Little Spirit Auntie
- Review planning schedule with each program staff to prevent gaps or overlaps
- Communicate with staff for information and details of events and needs
- Provide booking and scheduling support for department including on-site Workshops and Training
- Develop a schedule of timelines for monthly/annual events and deadlines
- Engage with Supervisor for support and direction as needed
- Model behavior in a manner that serves as an example for positive choices.
- Attend staff meetings, workshops, seminars, and conferences that relate to position.

##### **Administration:**

- Understanding of the operations and functions of Nipissing First Nation community.
- Maintain documents, that are essential components of good program management that demonstrates the program is being delivered according to proposed work plan
- Complete internal day-to-day administration tasks i.e. requisitions, mileage logs, expense reports, budget plans
- Participate in relevant conferences, training, workshops and related courses and meetings for professional development as required or directed.
- Attend workshops, staff meetings

#### **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



## Employment Opportunity

### What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have Diploma in office management or hospitality or 1 year of office support experience and an equivalent diploma with transferrable skills
- Must have a valid Ontario Driver's License / Access to vehicle
- Must have a clear criminal reference check (CPIC) Vulnerable Sector Check, and Child Welfare Check
- Knowledge and experience with coordinating and multitasking
- Must possess strong organizational skills, detail oriented, and ability to meet deadlines
- Must have the ability to engage people to build trust and rapport; effective verbal and listening communication skills
- Understanding and commitment to quality service and best practices.
- Knowledge and awareness of Indigenous culture and history, with emphasis on family violence, child welfare, the impacts of trauma, child and youth engagement and community outreach an asset.
- Knowledge of Nipissing First Nation community programs and social services
- Must be able to maintain confidentiality
- Must have strong computer skills, including Microsoft applications (Office 365, Outlook, Excel)
- High level of proficiency and accuracy in clerical tasks including proof reading of notes, filing systems, documentation
- Ability to work flexible hours, that will include some evenings and/or weekends to support community needs
- Strong written and communication skills
- Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting.
- Knowledge of the 7 grandfather teachings.
- Knowledge of NFN Community Logistics
- Strong work ethic.
- Excellent file management skills, stress management and time management skills
- Must engage people to build trust and rapport; effective verbal and listening communication skills.
- Excellent attention to detail
- Ability to be creative and flexible.
- Ability to work outside normal hours of operation for special events may be required
- Ability to maintain a professional public image representing the Nipissing First Nation
- Ability to maintain confidentiality
- Strength based problem solving and takes initiative
- Ability to work collaboratively with other programming staff and departments
- Must possess strong organizational skills and ability to meet deadlines

### Application Deadlines:

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

#### **Closing March 8, 2024 - 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



## Employment Opportunity

- If no suitable candidate is found, the process will proceed to Stage Two

### **Closing March 15, 2024- 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 22, 2024- 3rd Round**

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

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.

### **Are you a member of NFN? If so, please read below:**

- ✓ *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.*

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