



EMPLOYMENT OPPORTUNITY

Parks & Recreation Office Support Clerk

Department: Public Works – Parks & Recreation Program

Posting Date: Friday, April 19, 2024

Location: Nipissing First Nation, ON

Schedule: 35hrs/Week

Job type: Fulltime/Contract – End Date October 2024

Vacancies: 1

Reports To: Parks & Recreation Supervisor

Starting Wage: \$19.00.hr

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 the filing system is up to date and maintained.
- Answer phones and respond to inquiries.
- 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

- 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

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have experience working in office environments.
- Completion of post-secondary education in a related field or prior experience.
- 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 and ability to work well independently and within a team.
- Knowledge in facility, construction and/or maintenance considered an asset.
- Knowledge of community-based recreational activities and services is considered an asset.
- Must be punctual and reliable.



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- Proven ability to prioritize tasks and meet deadlines.
- Able to work with minimal supervision, demonstrate initiative and work effectively in a team environment.
- Current CPR/First Aid - Level C, Health and Safety training including, PPE, Infection Prevention or be willing to obtain.

APPLICATION DEADLINES:

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

Closing May 3, 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.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 10, 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 May 17, 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 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.