



EMPLOYMENT OPPORTUNITY

Junior Proposal and Policy Writer

Department: Social Services

Posting Date: February 14th, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Director of Social Services

Starting Salary: \$48,958.00

What you'll do in the role

- Research and identify funding opportunities from various sources.
- Draft, review, and submit grant proposals and related budgets.
- Collaborate with department heads to gather necessary information for proposals.
- Ensure proposals align with the goals and objectives of Nipissing First Nation Social Services.
- Assist in the administration of awarded grants, including tracking deadlines, preparing progress reports, managing budgets, and ensuring compliance with funder regulations.
- Develop, review, and update policies and procedures to ensure compliance with relevant laws and regulations.
- Work with department heads to implement new policies and procedures.
- Maintain accurate records of all policy and procedure documents.
- Communicate effectively with internal and external stakeholders.
- Provide or seek out training and support on grant-seeking best practices, proposal writing techniques, and grant management procedures for departments.
- Contribute to strategic planning by identifying funding priorities and developing grant-seeking strategies.
- Assist with administrative tasks related to proposal writing and policy development.
- Maintain organized files and documentation.
- Perform other related duties as assigned by the Social Services Director.

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.
- A defined contribution pension plan.
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- On-the-job training to support your success in the role.
- Casual dress

What you bring to the table

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- Respect for Indigenous culture and willingness to learn Anishinaabemowin.
- Must have a college diploma in Social Services, Public Administration, Communications, or a related field.
- Must have 1-2 years of relevant experience in proposal writing.
- Knowledge of community-based and external programs and services, and the social structure of Nipissing First Nation.
- Familiarity with the social services sector and Indigenous communities.
- Proficiency in managing administrative tasks, maintaining organized files, and documentation.
- Effective communication skills with internal and external stakeholders, both verbally and in writing.
- Experience working with department heads, preferably within Social Services.
- Ability to provide or seek out training and support on grant-seeking best practices, proposal writing techniques, and grant management procedures.
- Skills in strategic planning, identifying funding priorities, and developing grant-seeking strategies.
- Expertise in developing, reviewing, and updating policies and procedures to ensure compliance with relevant laws and regulations.
- Proficiency in researching and identifying funding opportunities.
- Experience in drafting, reviewing, and submitting proposals for grants and funding.
- Ability to assist in the development of grant proposals and related budgets, and oversee the administration of awarded grants.
- Strong organizational skills to maintain accurate records of policy and procedure documents.
- Ability to ensure compliance with funder guidelines and manage budgets and progress reports.
- Adaptability to perform other related duties as assigned and take on new tasks and challenges.

APPLICATION DEADLINES:

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

Closing - 1st Round February 28th, 2025

- 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 - 2nd Round March 7th, 2025



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- 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 - 3rd Round March 14th, 2025

- 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.