



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: \$49,922.60

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.~~