



Job Opportunity

Administrative Operations Coordinator

Governance and Culture



Department:	Governance, Culture and Heritage
Posting Date:	March 27, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	35 hours per week
Job type:	Permanent Full Time
Vacancies:	One (1)
Reports To:	Manager, Culture & Heritage
Salary Wage:	\$48,302.80 to \$52,270.40

Nipissing First Nation is seeking a highly organized, detail-oriented and personable Governance & Culture Office Administrator to support and enhance operations across both teams. This role focuses on improving office coordination and strengthening collaboration between Governance and Culture, helping to build strong connections between teams working in separate spaces.

What You'll Do in the Role

- Welcome visitors and direct appropriately to office or personnel
- Respond to and prioritize community calls and walk-ins.
- Screen and direct phone calls as appropriate from community members, external agencies, NFN staff, management, or leadership
- Respond to information requests regarding Governance and Culture and redirect inquiries to external agencies where applicable
- Prepare and distribute documents, forms, flyers, or other communications as required
- Coordinate meetings, record and distribute minutes as required
- Reconcile and prepare for management signature staff travel and training expense reports
- Coordinate efficient administration of office environment for staff and community
- Maintain purchase (vendor files) and service contracts for office supplies, equipment, furniture, and vehicles
- Maintain an inventory and service schedule for all office furniture, resources, equipment, and vehicles excluding equipment managed by NFN IT (Information Technology)
- Coordinate and receive external contractors assigned to complete building or equipment maintenance
- Function as the NFN Occupational Health and Safety representative for CLH building



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♥ ♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan

- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🌳 Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

🌿 Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

🎯 What You Bring to the Table

- Must have a Diploma in Office Administration
- Must have 1-3 years similar work experience
- Privacy & Security Training
- Knowledge of Nipissing First Nation governance, culture and language, heritage activities, research activities.
- Ability to prioritize tasks and make appropriate decisions in high pressure situations
- Ability to research and provide recommendations for office management tools, applications, and systems to support scheduling, data collection, quality assurance and program statistics
- Ability to work flexible hours as required
- Computer literacy and high degree of proficiency in Microsoft Office 365 suite
- Excellent time management, organizational and communication skills
- Excellent problem-solving abilities and conflict resolution skills
- Willingness to undertake continuing training and education



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- Strong interpersonal skills when interacting with individuals, groups, multi-disciplinary teams, and the public.

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

<p>Round 1 – Closes April 10, 2026 <i>Open to registered Nipissing First Nation (NFN) members only</i> Applications received by the Round 1 deadline will be screened at this stage.</p>
<p>Round 2 – Closes April 17, 2026 <i>Open to registered NFN members, spouses and children of registered NFN members, and registered members of other First Nations.</i> If the position is not filled in Round 1, applications received by the Round 2 deadline, including any additional eligible Round 1 applicants, will be screened at this stage.</p>
<p>Round 3 – Closes April 24, 2026 <i>Open to all qualified applicants.</i> If the position remains unfilled, applications received by the Round 3 deadline will be screened at this stage.</p>

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 resumes@nfn.ca

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is committed to increasing employment opportunities for our members and strongly encourages qualified NFN members to apply.



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Applicants are expected to meet the essential qualifications identified in the posting. Transferable skills may be considered and reasonable on the job training may be provided where operationally appropriate. Positions requiring specific credentials, licenses, or regulated qualifications must be met at the time of application.

As permitted under Section 24(1)(a) of the Ontario Human Rights Code, preference will be given to First Nation applicants.

Interview Preparation Support for NFN Members and affiliates

For resume assistance or information about employment and training programs, please contact Thomas Lambert, Employment and Training Manager, at thomasl@nfn.ca or 705 753 2050 ext. 6985.

Nipissing First Nation also offers interview preparation support through the Human Resources Department for NFN members who are selected for an interview. Members who wish to access this support should indicate their interest when submitting their application. Participation in interview preparation does not influence the selection decision.

Miigwech~Thank you, to all applicants for your interest. Only those selected for an interview will be contacted.