

EMPLOYMENT OPPORTUNITY COORDINATOR, SOCIAL SERVICES SECTOR

The Chiefs of Ontario is looking for a qualified and motivated individual for the position of a Coordinator working in the Social Services Sector. Under the supervision of the Director of Social Services the Coordinator is expected to coordinate a wide range of complex and confidential administrative and support tasks. The incumbent provides intermediate level expertise to the position, manages confidential and time sensitive information and serves as a primary point of contact with management.

LOCATION: Toronto, Ontario

DUTIES AND RESPONSIBILITIES:

- Responsible for providing daily intermediate level assistance in administrative duties by providing effective scheduling management.
- Full meeting preparation including agendas, booking location/venue, catering, and preparation of approved meeting packages.
- Communication on meetings and preparation including recording and transcribing meeting minutes.
- Maintenance of an effective electronic filing system.
- Drafting and editing correspondence, reports and internal office communications.
- Manage and oversee small projects, task teams and budgets.
- Collaborate and share information in a dynamic team environment within COO.
- Responsible for general administrative duties as required.

Must be able to work flexible hours during busy seasons i.e. assembly seasons; out of town meetings, etc.

RELEVANT SKILLS:

- 3-5 years experience required.
- Post-secondary diploma or degree is not required, but is extremely recommended.
- Experience working with First Nations communities and/or organizations is essential.
- A valid driver's licenses and any other licenses and/or certificates will be considered an asset i.e. first aid/CPR training, coaching, WHMIS, etc.
- Clear understanding of First Nations governance and political structures inclusive of regional, national organizations and how they interact with one another.
- Knowledge of Indigenous culture and values and rights in particular, the nations that reside within the boundaries of the province of Ontario.

- Possessing knowledge and understanding of municipal, provincial and federal government structures and how they interact with First Nations.
- Understanding of non-profit organizations, applied funding mechanisms including reporting requirements and accountability.
- Exceptional knowledge of various computer applications (MS Word, MS Excel, MS PowerPoint).
- Must be able to communicate clearly and concisely both written and orally.
- Demonstrates the ability to stay organized in a fast paced environment.
- Highly developed interpersonal skills and the ability to develop and maintain good working relationships within the organization and external agencies or affiliates.
- Ability to work independently and meet tight deadlines.

DURATION: October 1st, 2017 – March 31st, 2018 **(Potential for renewal based on funding approval)**

APPLICATION DEADLINE: September 22nd, 2017, 5:00 pm EST (Application must be received by this date & time)

Send letter of application, resume and include 2 references marked confidential to:

Nathan Wright, Chief Operating Officer
Chiefs of Ontario
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Email: opportunities@coo.org