

Position: **Jordan's Principle Service Administrator**
 Status: Full-time Contract
 Opening Date: July 15, 2026
 Location: Nokiiwin Tribal Council

Posting Reference #: NTC-2026-20
 Hours of Work: 35 hrs/wk
 Closing Date: July 31, 2026
 Hourly Rate: Pursuant to current wage grid

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Nokiiwin Tribal Council is seeking a **Jordan's Principle Service Administrator**. The Service Administrator plays a vital role in supporting First Nations children and families by ensuring the efficient administration of services, funding, and program operations. Working within the Health, Safety & Wellness Department, this position is responsible for financial administration, data management, reporting, and client support while ensuring compliance with funding requirements and organizational policies. The successful candidate will contribute to equitable access to services through strong organizational skills, cultural awareness, and a commitment to delivering exceptional support to communities and families.

Key Responsibilities:

- Maintain complete, accurate, and confidential program and client files in accordance with organizational and funding requirements.
- Monitor Jordan's Principle applications, funding approvals, deadlines, and follow-up requirements to ensure timely service delivery.
- Process purchase orders, invoices, reimbursement requests, and payment documentation while ensuring accuracy and compliance.
- Verify receipts, supporting documentation, and approved expenditures in accordance with funding guidelines and spending parameters.
- Liaise with the Finance Department regarding payments, reconciliations, budget tracking, and financial reporting requirements.
- Maintain and manage program data systems, ensuring the integrity, accuracy, and security of client and program information.
- Prepare monthly, quarterly, and annual reports, including program statistics, outcomes, and funding reports.
- Provide administrative support to Service Coordinators, families, service providers, and vendors, including assistance with documentation and reimbursement processes.
- Conduct file reviews and quality assurance checks to ensure compliance with Indigenous Services Canada requirements, organizational policies, and privacy standards.
- Support program operations by participating in community engagement activities, training initiatives, team meetings, and continuous program improvement efforts.

Qualifications and Skills:

- Diploma or Degree in Business Administration, Office Administration, Social Services, Indigenous Studies, Accounting, Human Services, or a related field.
 - Minimum three (3) years of experience in administration, program coordination, financial administration, or a related role.
 - Experience working with Indigenous communities is considered a strong asset.
 - Demonstrated experience handling confidential information and managing complex documentation.
 - Strong financial administration, reconciliation, and records management skills.
 - Proficiency with databases, program management systems, and Microsoft Office applications.
 - Excellent organizational skills with exceptional attention to detail and accuracy.
- Strong written and verbal communication skills, with the ability to work effectively with families, service providers, and community partners.



- Ability to manage multiple priorities, meet deadlines, and work independently with minimal supervision.
- Valid Ontario Driver's Licence, successful Criminal Record Check, and ability to travel occasionally as required.

Cultural Competency and Indigenous Awareness

- Demonstrated understanding of First Nations cultures, histories, traditions, and contemporary issues affecting Indigenous communities.
- Commitment to working in a culturally safe, respectful, and trauma-informed manner with children, youth, families, and community partners.
- Knowledge of the Truth and Reconciliation Commission's Calls to Action and their application within health, social service, and community-based programs is considered an asset.
- Ability to build and maintain respectful, collaborative relationships with First Nations communities, service providers, and stakeholders.
- Understanding of Jordan's Principle and the importance of equitable access to services for First Nations children and families.
- Appreciation for Indigenous values and worldviews, including the Seven Sacred Teachings of Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility.
- Ability to maintain confidentiality, demonstrate cultural humility, and adapt services and communications to meet the diverse needs of Indigenous families and communities.

Ready to make a difference?

Apply today and become part of our dynamic team!

Interested applicants are encouraged to **apply online at www.indeed.com** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references by:

4:00 PM Friday July 31, 2026

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

Learn more at www.nokiiwin.com/work

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