



Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Jordan's Principle Assistant**
Status: Full-time Contract
Opening Date: August 30, 2024
Location: Thunder Bay, ON

Posting Reference #: NTC 2024
Contract End Date: March 31, 2025
Closing Date: September 13, 2024
Starting Wage: \$28.00/hr (\$50,960.00)
Weekly Hours: 35 hours

Nokiiwin Tribal Council is a rapidly expanding non-profit organization committed to working in unity with our five member First Nations to enhance growth and prosperity. We provide a diverse range of services in the areas of governance, finance, access to justice, economic development, community planning, technical, and education services. For more information, please visit our website at www.nokiiwin.com.

Nokiiwin Tribal Council is seeking an experienced, knowledgeable, and self-motivated individual to serve as a Jordan's Principle Assistant. In this role, you will provide essential administrative support to the Jordan's Principle Service Coordinators. This includes receipting, recording, and processing client information, along with managing the financial and accounting aspects of file administration. You will play a key role in ensuring the smooth operation of Jordan's Principle-related activities within our organization, with duties encompassing data entry, coordination, communication, and other administrative functions to maintain efficient operations.

Jordan's Principle's mandate is to make funding available for First Nation children, families, and communities, promoting 'substantive equality' by providing for 'culturally appropriate services' that 'safeguard the best interests of the child.'

Key Responsibilities:

- Assisting the navigation of the Jordan's Principle individual application process
- Ensure the accuracy and integrity of client information supporting application and reimbursement
- Assist with helping to contact contractors and service providers for quotes, estimates and consultation for service coordination delivery
- Assist with seminar or conference presentation for Nokiiwin and Jordan's Principle
- Provide administrative support to Jordan's Principle coordinators and team members.
- Assist in the organization and maintenance of Jordan's Principle related documentation including records, reports and correspondence.
- Coordinate meetings, conferences, and events related to Jordan's Principle initiative including scheduling, logistics and communication.
- Maintain inventory, reports, and a file system to comply with Nokiiwin practices
- Respond to general inquiries; receive, forward and distribute telephone/facsimile messages appropriately.
- Complete, review and distribute correspondence and communications for the team as required
- Maintain confidentiality and sensitivity when handling information related to First Nation children and families
- Collaborate with team members to identify areas for improvement and contribute to the enhancement of Jordan's Principle services
- Perform other duties as assigned to support the goals and objectives of the organization's Jordan's Principle initiatives

Preferred Qualifications:

- Two (2) Years College Diploma in related field or equivalent with One (1) year administrative and accounting support
- Commitment to cultural sensitivity required for working with First Nations individuals, communities, and organizations
- A keen appreciation of Nokiiwin Tribal Council's member First Nation cultures and community aspirations including a commitment to the preservation and renewal of Anishinaabe culture and the Ojibwe language
- Experience in working with First Nation organizations, First Nation Government, First Nation communities and other levels of government
- Proven well-developed staff/public relations and negotiating experience
- Must be highly self-motivated and ability to work independently with minimal supervision as well as collaboratively with other team members.

- Attention to detail and accuracy in data management and documentation.
- Flexibility and adaptability to respond to changing priorities and deadlines.
- Excellent organizational skills with the ability to multitask and prioritize tasks effectively.
- Proficiency with Microsoft Suite (Word, Excel, PowerPoint, Outlook, etc.) and other relevant software applications including Dadavan
- Excellent computer skills, proven experience with word processing, spreadsheet, database, presentation.
- Successful applicant will be required to complete Indigenous Cultural Competency and Trauma-Informed Training, through Glendon Continuing Education.
- Valid Ontario Driver's License and access to reliable transportation.
- Successful Completion of a Level 1: Police Criminal Record Check (PCRC).

Interested applicants can apply online at www.indeed.com. Applicants must submit a cover letter, up to date resume, including three (3) work related references, no later than

4:00 p.m. September 13, 2024

Attention: Human Resources, Nokiwin Tribal Council

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

Nokiwin 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.