



# Employment Opportunity

Position: **Office & Communications Coordinator**  
Status: Full-time Contract  
Opening Date: March 24, 2026  
Location: Thunder Bay, ON (384 Fort William Road)

Posting Reference #: NTC-202608  
Contract End Date: March 31, 2027  
Closing Date: April 8, 2026  
Salary Range: 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.

## Your Impact Starts Here

Nokiiwin Tribal Council is seeking a highly organized and professional **Office and Communications Coordinator**. The Office & Communications Coordinator plays a key role in the smooth daily operation of the Nokiiwin Tribal Council Office while supporting both internal and external communications. This position manages front-line reception, coordinates office logistics, and supports leadership and staff with administrative, scheduling, and communications tasks.

The coordinator serves as a primary point of contact for visitors and callers, produces newsletters and social-media content, manages website updates, and ensures that all communications reflect Nokiiwin's mission, values, and messaging. The role requires professionalism, strong organizational skills, excellent communication abilities, and a high level of discretion.

## Key Responsibilities

### 1. Office Operations

- Serve as the primary front-line contact for visitors, phone calls, and general inquiries, ensuring a welcoming and professional experience.
- Coordinate daily front office operations to maintain an organized, efficient environment.
- Oversee reception coverage and ensure timely responses to inquiries.
- Manage office supplies, inventory, equipment, and vendor relationships.
- Maintain organized paper and electronic filing systems, ensuring accuracy and easy retrieval.
- Oversee meeting room bookings and manage the organization-wide calendar.
- Support workspace setup and basic onboarding activities for new employees.
- Maintain confidentiality when handling sensitive information and documents.

### 2. Administrative Support

- Provide administrative and clerical support to management and staff, including document preparation, proofreading, data entry, and correspondence.
- Schedule and coordinate meetings, conferences, and staff events (virtual and in-person).
- Prepare agendas, assemble meeting materials, attend meetings as needed, record minutes, and track action items.
- Assist with travel arrangements, forms, itineraries, and reimbursement documentation.
- Prepare reports, presentations, and templates using Canva, Microsoft Word, Excel, and PowerPoint.
- Manage records, resolutions, and other official documents in accordance with confidentiality requirements.

### 3. Communications

- Lead the production of monthly newsletters and member e-blasts.
- Plan, design, and schedule social media content across all channels; maintain an up-to-date communications calendar.
- Collaborate with staff to gather stories, project updates, and relevant content for external and internal communications.
- Draft, edit, and format communications materials, announcements, website content, and high-quality correspondence.
- Maintain and update website content and ensure accuracy, relevance, and user accessibility.
- Uphold brand standards across all materials, ensuring consistent and professional presentation.
- Support internal communications, including staff updates, notices, and event coordination.

#### 4. Event & Project Support

- Provide support for organizational events, meetings, and community activities.
- Assist with special projects, research tasks, and information gathering for leadership.
- Provide backup administrative coverage during staff absences.
- Assist with updating organizational procedures, templates, and other office documentation.

#### Qualifications & Competencies

- Post-secondary diploma or certificate in Office Administration, Business Administration, Communications, or a related field; or an equivalent combination of education and experience.
- 2-4 years of experience in office coordination, administration, or communications support.
- Experience preparing newsletters, communications materials, or managing social media (asset).
- Experience supporting senior leadership or working in a fast-paced office environment.
- Experience working with Indigenous organizations or communities is considered an asset.
- Strong written and verbal communication skills, with the ability to tailor messaging for different audiences.
- Excellent time management and organizational skills; able to juggle multiple priorities.
- Strong proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint).
- Experience with Canva, Mailchimp (or similar platforms), and social media management tools.
- Ability to handle confidential information with discretion and professionalism.
- Strong interpersonal skills with a friendly, service-oriented approach.
- Cultural awareness and respect for First Nation communities, histories, and protocols.
- Ability to work independently and collaboratively.
- Valid Ontario "G" driver's licence and access to a vehicle occasionally.
- Ability to work flexible hours as required.
- Satisfactory Level 1: Criminal Records Check required upon hire.

#### What We Offer

- Competitive Salary
- 35-hour work week
- Employer 100% paid benefits and RSP match
- A safe culture of continuous learning and opportunity for growth

This is an exciting opportunity to contribute to the effectiveness of Nokiiwin Tribal Council and support First Nation communities through strong leadership and governance support.

#### Apply Today and Become Part of Our Dynamic Team!

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

**Deadline:** 4:00 p.m. April 8, 2026

#### Attention: Human Resources, Nokiiwin Tribal Council

*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](http://www.nokiiwin.com/work)  
Follow us on social media**

