



INDEPENDENT FIRST NATIONS ALLIANCE

SIoux LOOKOUT OFFICE

P.O. Box 5010, 98 King Street, Sioux Lookout, ON P8T 1K6

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Tel: (807) 737-1902 | Fax: (807) 737-3501

Education Office Co-Ordinator

Education Services

Position is Full-time, Monday to Friday, 8:30am to 4:30pm

Immediately hiring for this position

Located in Sioux Lookout, Ontario

Join Us in Empowering Indigenous Youth!

Are you ready to make an immediate impact? Independent First Nations Alliance (IFNA) is presently recruiting for a full time Education Office Coordinator. This role will be important to coordinate a variety of office administrative tasks for the Education Department. The scope of the role will be specific in nature, to allow all parties a clear understanding of expectations.

This isn't just about filling a role; it's about finding someone who believes in the potential and well-being of Indigenous youth. Join us in making a difference!

Responsibilities:

- Handling administrative requests and queries
- Write and distribute email, correspondence memos, letters, faxes, and forms.
- Book travel arrangements for students and staff
- Perform clerical duties, including filing, maintaining database, sorting, and phone list maintenance.
- Assist in the preparation of regularly scheduled reports.
- Assist with requisitions, processing, purchases, submit and reconcile expense reports and utility invoice monitoring, among other clerical responsibilities.
- Maintain general office supplies, place orders, and distribute when received.
- Proficient in Microsoft Outlook, Word, Excel
- Submit and reconcile expense reports.

Assets for the role:

- Understanding and firsthand experience working directly with Indigenous People.



- Experience working in an office environment.
- Strong time management skills.
- It would be helpful if the successful candidate has access to their own vehicle, to help with office errands. (Mileage is reimbursed)

Requirements:

- Completed OSSD, or equivalent.
- Valid Driver's license "G", with the ability to provide a driver's abstract.
- Provide a Criminal Check, and a clear Vulnerable Sector Search.

Why Join IFNA? Here, it's more than a job – it's a chance to be part of a community-driven effort to uplift and empower our youth. You'll have the opportunity to grow professionally, contribute to meaningful initiatives, and create lasting positive change.

If you're ready to make a tangible impact and support Indigenous youth on their journey to wellness, apply now! Your passion, skills, and commitment are exactly what we need in Sioux Lookout.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Closing date: Posted until filled.

Start Date: ASAP

Salary Scale: \$24 to \$30 per hour

How to apply: Email your resume and cover letter to recruitment@ifna.ca

Please note that only candidates under consideration will be contacted. We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.