

Bilingual Program Officer
Refer to competition number: NIBTF-2019-BP-OFFICER
Internal/External Competition

Description: The NIB Trust Fund's mission is to preserve and revitalize First Nations language, culture and way of life and create meaningful opportunities that improve the quality of life for First Nations.

The Program Officer provides team support for the national call for applications for individuals and groups, including:

- receiving, evaluating and preparing applications for funding decisions;
- interpretation and administration in all facets of eligibility and compliance;
- supports the preparation of key program deliverables, the administration and management of contracts and narrative reporting;
- research and development of recommendations for resolution of issues;
- coordinating data to facilitate information;
- ensure call for applications and administration of contracts is consistent with court approved NIB Trust Fund Administration Plan, Terms and Conditions and in accordance with established procedures and processes; and
- other duties as assigned.

Who Can Apply: Bilingual Person only may apply. Persons of Indigenous ancestry will be given preference (s. 16(1) CHRA).

- Candidates should have at a minimum a post-secondary degree in a related field of study and experience working with projects and programs or equivalent combination of education and experience.
- Applicants must have excellent skills in Microsoft Office Suite, Adobe Acrobat
- Fluid Review and database management experience an asset.
- Experience working with First Nations and Métis communities is essential.
- Excellent oral and written communication skills.
- Highly experienced candidates who do not possess a degree may be considered for opportunities. French is an asset.
- Must have strong client relations experience.

Salary Range: Commensurate with job requirements, experience and education (within limits of the salary grid)

Location: Ottawa, Ontario

Duration: Full-time position

Closing Date: **Open until filled**

Individuals who feel they are qualified are invited to submit a covering letter clearly demonstrating how they meet the criteria (quoting the above reference number) along with a current resume, and three (3) work related references to: **NIB Trust Fund, 46 Irene Roundpoint Lane, Akwesasne, Ontario K6H 0G5**
Fax: (613) 686-6757 Email: NIBTF-HR@nibtrust.ca

Interviews will be held in Ottawa. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. NIB Trust may cancel, postpone, or revise employment opportunities at any time.

December 5, 2019