



*Bursary and Scholarship Support Officer  
Summer Position  
Toronto/Ohsweken, Hybrid  
Salary: \$25/hr.  
Closing Date: April 10, 2026*

### **Making a lasting impact. Work with purpose.**

Join one of Canada's Top 10 Charities of Impact. Indspire is a national Indigenous charity that invests in the education of First Nations, Inuit, and Métis students, empowering individuals, strengthening communities, and building a stronger country for all.

Indspire is seeking a **Bursary and Scholarship Support Officer** for a summer position, starting May 2026. The role of the Bursary and Scholarship Support Officer is to provide support and coordinate all activities related to post-secondary education bursary and scholarship applicants, including reporting and follow up. They also provide support to applicants before, during and after the application process. This role reports to the Manager, Building Brighter Futures.

### **Key Responsibilities**

- Processing student applications: assess eligibility, sort and categorize into program and confirm appropriate budget, assess according to criteria.
- Responding daily to telephone and email inquiries from applicants and the general public.
- Ensuring each application is complete according to application criteria.
- Contacting applicants by email and telephone regarding program requirements, documentation, etc. as required.
- Inputting information into a database for record keeping and reporting purposes.
- Supporting the Manager in gathering data for donor reports.
- Providing program administrative support, including reception, as required.
- Other related job duties as assigned by the Manager, Building Brighter Futures.

### **Qualifications**

- **First Nations and Inuit secondary and post-secondary students aged 15 to 30 inclusive.**
- **Must ordinarily reside on reserve or in recognized communities, or on community lands.**
- Completion of high school, with post-secondary education in progress, or equivalent experience.
- Ability to work in a high-volume processing environment.
- Effective spoken and written communication skills.
- Excellent organizational skills, attention to detail, flexibility.
- Ability to work under pressure, manage and prioritize competing demands within short timelines.
- Ability to work independently and work well with a team.
- Ability to deal with difficult situations and at times, work with difficult people.
- Knowledge of MS Office, with particular proficiency in Excel, Word, Adobe and Outlook.
- Working knowledge of database software.
- Awareness and knowledge of the issues affecting Indigenous peoples is an asset.
- Ability to work in French is an asset.
- Occasional travel between Six Nations and Toronto offices is required.
- Must be able to work occasional evenings and possess a willingness to travel within Canada.

## How to Apply

Please submit your application to:

<https://indspire.applytojobs.ca/bbf/45272>

Indspire is committed to ensuring an equal opportunity, barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at [hr@indspire.ca](mailto:hr@indspire.ca), and we will work with all applicants to discuss any accessibility needs.

Please note that this employer uses artificial intelligence tools to assist in screening and assessing applicants for this publicly advertised position.

To learn more about Indspire, visit [indspire.ca](https://indspire.ca).

**Deadline for Applications: April 10, 2026, at 5:00 pm EST**