Bursary and Scholarship Program Officer
Full-time Permanent
Ohsweken/Toronto, Hybrid
Annual Salary Range: $65,915 to $82,394
Closing Date: November 30, 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 Program Officer**.

Reporting to the Manager of Building Brighter Futures, the Bursary and Scholarship Program Officer is responsible for the administration, implementation, and ongoing maintenance of Indspire's student awards program, including the processing, tracking, and monitoring of student awards.

The successful candidate will manage and coordinate all activities related to post-secondary scholarship and bursary applications. The role also involves providing program support, technical troubleshooting, and outreach to encourage and increase student applications throughout the application process, including before, during, and after submission.

Key Responsibilities

Administration of the Building Brighter Futures Program

- Managing and revising Scholarship and Bursary application form and guidelines as needed.
- Assessing student applications for eligibility, and categorizing by program, reviewing budget, and evaluating for completeness according to criteria.
- Ensuring adherence to sponsor criteria throughout the Jury process and matching.

- Acting as point of contact for applicants and responding daily to inquiries from applicants and the public.
- Matching recipient to donor and working closely with Finance processing payments.
- Preparing spreadsheets of eligible, ineligible, and unsuccessful applicants
- Preparing, reviewing, and revising Jury spreadsheets along with Jury documentation and coordinate overall Jury process.
- Communicating with applicants regarding their outstanding documentation, budget revisions, etc.
- Contacting eligible applicants to notify that their application will proceed to Jury.
- Preparing communications to successful, ineligible, unsuccessful applicants.
- Contacting successful applicants for banking information.
- Preparing spreadsheets and information for Finance and correct as needed.
- Supporting coordination of assessed documentation to ensure students are informed of application status according to BBF program policy.
- Recommending improvements to BBF program policies and forms.
- Providing technical troubleshooting support to others for form development/revision and to applicants for online form completion.
- Training support staff in processing BBF applications
- Updating and maintaining email templates in CRM.
- Creating Donor accounts, Fund and Award Records in CRM based on the information in Sponsor Agreements
- Updating declined awards in CRM for return of funds to sponsor's account.
- Creating queries in CRM and retrieve Fetch XML in matching students to sponsors based on the information provided in Agreements.

Program Support and Outreach

- Providing statistical data for requested reports.
- Conducting webinars with students about the BBF application provisions and process.
- Participating in events such as conferences, trade shows, and career fairs to promote Indspire programs.
- Participating in various projects.
- Performing other duties as assigned.

Qualifications

- Completion of 2-year college diploma in relevant field (education, administration, or social sciences) or equivalent
- Progressive experience usually demonstrated through 3-5 years work experience in related field
- Ability to read and disseminate Sponsor Agreements
- Knowledge of and experience in Indigenous communities strongly preferred.
- Demonstrated openness to learning and willingness to engage in cultural competency training.
- Ability to work in a high-volume processing environment
- Ability to provide work direction to students, contractors and volunteers
- Strong and effective spoken and written communication skills
- Excellent organizational skills, attention to detail, flexible, work within short timelines
- Ability to work under pressure, manage and prioritize competing demands
- Ability to work independently and work well with a team.
- Ability to deal with difficult situations and sometimes challenging behaviours.
- Strong interpersonal skills
- Strong technical skills and proficiency with MS Office, database systems, and Excel spreadsheets
- Ability to work with sensitive information with complete confidentiality.
- 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.

What We Offer

- A competitive benefits and pension plan.
- 3 weeks' vacation with paid personal and sicks day as well as additional holiday closings.
- A supportive hybrid work environment (three days per week in office).
- A passionate, dedicated team culture.
- Opportunities for professional growth and cultural learning.
- The chance to make a real and lasting difference in the lives of Indigenous students.

How to Apply

To apply, please visit:

https://indspire.applytojobs.ca/bbf/52415

Indspire is committed to ensuring an equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at hr@indspire.ca.

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 https://indspire.ca

Deadline for Applications: November 30, 2026, at 5:00 pm EST