



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



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ofntsc.org

C RTP Coordinator

The Ontario First Nations Technical Services Corporation (OFNTSC) is a nonprofit organization that provides technical advisory services, training, and capacity development to First Nations communities in Ontario. By offering a wide range of specialized services and expertise, OFNTSC helps to enhance the quality of life, promote technical self-sufficiency, and foster economic growth within these communities.

We are seeking a highly motivated and skilled C RTP Coordinator to join our team at OFNTSC. Under the guidance of the CRT Supervisor, the C RTP Coordinator will play a crucial role in assisting in supporting the effective delivery and administration of the Circuit Rider Training Program. This position requires a strong organizational, communication and administrative skills, along with a demonstrated ability to manage data, coordinate logistics and liaise with First Nation communities and C RTP team.

These tasks must be executed in alignment with the culture and values of OFNTSC while maintaining strict confidentiality.

Responsibilities:

- Attend C RTP Staff Training Sessions.
- Liaise with CRT Supervisor, trainers and participating communities to assist in collecting and reviewing water and wastewater need.
- Assist in receiving, documenting and tracking First Nations water and wastewater requirements.
- Maintain and update the database for First Nations C RTP requirements, including data entry in excel and uploading information to the WWOCS Government website.
- Provide assistance and direct inquiries from First Nation's to appropriate resources or independently answer their questions when possible.
- Maintain an up-to-date network of contacts among OFNTSC's diverse client base and ensure the contact database is current.
- Photocopy, collate and distribute various documents as needed.
- Manage inventory and coordinate the printing and distribution of CEU course materials across the province to C RTP trainers.
- Support communications with First Nation communities and Tribal Councils regarding C RTP schedules visits and updates.
- Organize manage and update C RTP files on the shared drive to ensure accessibility and accuracy.
- Assist in monitoring and tracking the C RTP budget.
- Perform general administrative and program duties as required.
- Manage travel arrangements and expense claim in accordance with OFNTSC policies.

Qualifications:



- Secondary school diploma or equivalent; post-secondary education in Office Administration or related field is preferred.
- 1-3 years of related work experience.
- Knowledge of First Nations culture, and experience working with First Nations are considered an asset.
- Strong public relations and interpersonal skills with the ability to deal tactfully and professionally with the public and to exercise good judgment.
- Excellent organizational and project management with attention to detail and the ability to manage multiple tasks.
- Proficient in computer use, including Microsoft Office applications, and Google Workspace, with strong skills in data entry, records management and database systems.
- Knowledge of data entry, records and database management (Including Google Workspace)
- Reliable, self motivated, and capable of performing routine work with minimal supervision.

Conditions:

- Reliable, insured vehicle and Valid Class G Ontario driver's license.
- Some out-of-town traveling is required through the province of Ontario.

*Preference will be given to qualified First Nations applicants for any employment opportunities, following the Ontario Human Rights Code.

Come join our growing
organization!

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Abi wiji'ien ndo
wiji-nakiindwin myaajiiging

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Taskwatia'táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!

In efforts to promote the safety, security, and well-being of staff members, communities, and people we come into contact with, the OFNTSC Human Resources department will be giving preference to applicants who have proof of two full doses of a Health Canada-approved COVID-19 vaccination.



APPLY HERE

At OFNTSC, we value diversity, equity and inclusion and strive to create a safe, respectful workplace. In accordance with OFNTSC's Accessibility Policy, the *Ontario Human Rights Code*, and the *Accessibility for Ontarians with Disabilities Act*, candidates may make a



confidential request for accommodations during the recruitment and selection process. For a confidential inquiry or to request an accommodation during any phase of the recruitment and selection process, please contact Human Resources at humanresources@ofntsc.org, or by calling 1-226-493-0225.

If you are passionate about supporting First Nations communities and possess the necessary skills and qualifications, please submit your resume and a cover letter outlining your suitability for the position. Please upload your documents and label as **[LastName_FirstName_CRTP Coordinator]**.

We thank all applicants, however, only those receiving an interview will be contacted.

