



Environmental Administrative Assistant

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 self-sufficiency, and foster economic growth within these communities.

We are seeking a highly motivated and skilled Environmental Administrative Assistant to join our team at OFNTSC. Under the guidance of the Regional Solid Waste Specialist, the Environmental Administrative Assistant will play a crucial role in organizing and scheduling meetings, coordinating training workshops as well as attending them, and gathering environment-related information. This position requires experience in environmental science, previous administrative work, and the ability to work under pressure.

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

Responsibilities:

- Gather environment-related information via surveys (emails, phone calls) and compile data into a report, generating tables, Excel spreadsheets, and/or flow charts for dissemination of information.
- Assist in developing promotion and education materials (i.e. information posters) on various environment-related topics such as solid waste management, contaminated sites, climate change, and/or source water protection.
- Organize and schedule meetings and appointments.
- Document preparation and filing for staff.
- Coordinate training workshops as well as participant travels.
- Attend workshops and training sessions to assist Environment Staff.
- Collect and collate metrics to evaluate workshop and training success

Qualifications:

- Post-secondary experience in environmental science/studies or a related field.
- Previous experience working in an administrative setting.
- Previous experience working in or with First Nations communities is a funding requirement.
- Proficiency with Microsoft Office Suite and Google Suite.
- Excellent interpersonal, communication (oral and written), and organizational skills.
- Detail-oriented, with excellent analytical thinking skills, propensity to take initiative, and a demonstrated ability to exercise good judgment.



- The ability to work under pressure and meet deadlines.

Conditions:

- Reliable and insured vehicle, and Valid Class G Ontario driver's license.
- Some out-of-town traveling is required through the province of Ontario
- Applicants must be a Status First Nation or Inuit individual as this requirement is in place to fulfill the funding agreement, which aims to support and promote employment within indigenous communities.

*Priority will be given to First Nations applicants that meet the mandatory requirements.

Come join our growing
organization!

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Abi wiijii'en ndo
wiiji-nakiindwin myaaajiiging

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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](#)

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_Environmental Administrative Assistant]**.

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



