



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION



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ofntsc.org

Project Administrator

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 Project Administrator to join our team at OFNTSC. Under the guidance of the Director of Operations, the Project Administrator will provide administrative and project coordination support to the Housing team, infrastructure projects, CMHC-funded initiatives and other technical service contracts. This position requires a strong administrative background, strong organizational skills, and time management skills.

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

Responsibilities:

- Provide administrative and project coordination support to the Housing team, Infrastructure Specialists, and Director of Operations for housing and infrastructure projects, including CMHC-funded initiatives and other technical service contracts.
- Manage incoming and outgoing project correspondence and ensure timely follow-up with staff, subcontractors, consultants, and funding partners.
- Coordinate meetings, inspections, workshops, training sessions, and other project-related activities.
- Prepare agendas, meeting materials, minutes, and follow-up action items, as required.
- Maintain organized project files, CMHC records, technical service reports, inspection records, and other departmental documentation.
- Prepare monthly invoice worksheets for Finance to generate invoices to CMHC, review finalized invoices for accuracy, and submit them to CMHC in accordance with reporting and billing requirements.
- Receive, review, and process invoices submitted by Tribal Council subcontractors, ensuring accuracy and completeness before routing them through the approval process.
- Support contract administration by tracking project documentation, deliverables, and administrative requirements across multiple contracts and service areas.
- Prepare monthly project status reports, correspondence, presentations, and other administrative documents for departmental leadership.



- Respond to and direct incoming calls, emails, and general inquiries in a professional and timely manner.
- Coordinate logistics and administrative support for workshops, events, and training sessions.
- Perform other related administrative and project support duties as assigned by the Director of Operations or designate.

Qualifications:

- High School Diploma or equivalent is required; a diploma in Office Administration, Business Administration, or a related field is preferred.
- Knowledge of CMHC housing programs and related administrative processes is considered a strong asset.
- Experience providing administrative or project support in housing, infrastructure, construction, technical services, nonprofit, government, or community-based environments is an asset.
- Demonstrated ability to support multiple staff, projects, and priorities in a fast-paced environment with a high degree of accuracy, professionalism, and discretion.
- Strong working knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, and Teams, with excellent organizational, time management, communication, and records management skills.
- Ability to work independently with minimal supervision, exercise sound judgment, and contribute effectively as part of a team; knowledge of First Nations communities and culturally respectful service delivery approaches is considered an asset.
- Preference will be given to Indigenous applicants who meet the qualifications and requirements of the position.

Conditions:

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

*Please note that openings are limited and may close once filled. 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'én ndo
wiji-nakiindwin myaajiiging

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Taskwatia'táhrhahs ne onkwentióhkwa
né:ne iotehiahróntie!



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.



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_Project Administrator]**.

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

