



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/09/30

Indigenous Relations Coordinator

Job ID	FCC-EN-R-1007878	
Web Address	https://careers.indigenous.link/viewjob?jobname=FCC-EN-R-1007878	
Company	Farm Credit Canada	
Location	Regina, Various FCC offices may be considered, Across Canada	
Date Posted	From: 2025-09-24	To: 2025-10-09
Job	Type: Full-time	Category: Finance
Languages	Language(s) Required: English	

Description

Closing Date (MM/DD/YYYY): 10/09/2025 Worker Type: Permanent Language(s) Required: English Salary Range (plus eligible to receive a performance based incentive, applicable to position) : \$53,805 - \$72,795 Administrative skills and Indigenous cultural insights valued

Gain experience in a team passionate about reconciliation and Indigenous food sovereignty and agriculture while growing your career in a company that values diverse perspectives and lived experiences.

Youâ€™ll provide crucial administrative support to FCCâ€™s Indigenous Relations team, ensuring efficient day-to-day operations through meticulous document management, communication and reporting.

Youâ€™ll organize team activities and facilitate the tracking and reporting of Indigenous engagement initiatives, all while fostering a collaborative and culturally aware work environment.

FCC values the unique knowledge and perspectives that Indigenous employees bring to our team. We strongly encourage Indigenous candidates to apply. What youâ€™ll do

- Provide comprehensive administrative support to the Indigenous Relations team, including managing schedules, correspondence and documentation
- Co-ordinate and track Indigenous engagement initiatives, ensuring effective reporting and documentation of interactions, outcomes and impactful stories
- Oversee the production and distribution of communications, including monthly insights and internal engagement materials
- Manage logistics for meetings and events, ensuring efficient organization and follow-up on action items

What weâ€™re looking for

- Organized multi-tasker with a strong eye for detail
- Proactive team player with excellent administrative skills
- Effective communicator with the ability to manage multiple communication channels and produce high-quality written content
- Analytical thinker able to track and report on team initiatives

What youâ€™ll need

- A diploma or certificate and at least one year in an administrative or project management environment (or an equivalent combination of education and experience)
- Understanding of Indigenous cultures and engagement to ensure respectful and effective relations
- Proven ability in managing administrative tasks and co-ordinating project activities in a professional setting
- Technical proficiency with Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint) and other relevant business tools
- Experience with event management and logistical coordination, with a focus on team-building and engagement is an asset

- Bilingualism (English and French) is an asset

You belong here

At FCC, weâ€™re committed to creating an inclusive, equitable and accessible workplace â€“ one that reflects the communities where we live, work and play. Our team is made stronger through diversity, and weâ€™re dedicated to building a workforce that brings together a range of backgrounds, abilities and perspectives.

We encourage qualified applicants to apply, including members of these four employment equity groups:

â€• Indigenous Peoples

â€• Members of visible minority groups

â€• Persons with disabilities

â€• Women

Accessibility and accommodations To support an inclusive and accessible candidate experience, we encourage anyone needing an adjustment or accommodation during any stage of the recruitment process to email us at: TalentSupplyRecherch@fcc-fac.ca. An HR partner will respond and work with applicants who request a reasonable accommodation. Information received in relation to accommodation requests will not impact hiring decisions.

How to Apply

Click "Apply Now"