



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: 2024/05/18

Part Time - Operations Coordinator, Indigenous Initiatives

Job ID 35-1B-F7-6F-78-7D

Web Address

<https://careers.indigenous.link/viewjob?jobname=35-1B-F7-6F-78-7D>

Company George Brown College

Location Toronto, Ontario

Date Posted From: 2022-01-26 To: 2022-07-25

Job Type: Part-time Category: Education

Job Start Date Immediately

Job Salary \$30.20 Per Hour 24 hours per week (Monday - Thursday)

Languages Candidate Must Be Of Indigenous Ancestry (i.e., Turtle Island - First Nations Status And Non-Status, Metis Or Inuit).

Description

Competition Number: REQ 3996

PART TIME JOB POSTING

TITLE: Part Time - Operations Coordinator, Indigenous Initiatives

DIVISION: Indigenous Initiatives

SALARY: Regular Part Time Support, \$30.20 per hour, 24 hours per week (Monday - Thursday)

LOCATION: All Campuses

STATUS: Regular Part Time Support

EFFECTIVE DATE: Immediately

Candidate must be of Indigenous ancestry (i.e., Turtle Island - First Nations Status and non-Status, Metis or Inuit).

Acts as the Administrator for Indigenous Education Service (IES)s.

Assists the Indigenous Student Supports Specialist in organizing and coordinating events and set-up of department activities.

Manages the day-to-day operations of the office, such as file management, note taking, printing, preparing for meetings.

Leads the acquisition of promotional materials each year and works with vendors on design and final proofs of graphics on promotional items.

Experience

Minimum of three years Office Administration experience preferably in a student service environment is required.

Experience working with the Indigenous community and/or organizations an asset.

Credentials

Proficiency in Microsoft Office Suite with database skills is needed.

Education Requirements

Three-year diploma or degree from a recognized post-secondary institution in Business or Office Administration.

Essential Skills

Excellent computer skills; self-sufficient in word processing, spreadsheet, and web applications.

Commitment to collaborative decision-making and relationship building, strong advocacy and negotiation skills.

Commitment to student success and essential employability skills.

Ability to demonstrate teamwork in a unionized academic environment with a diverse student and staff population.

Strong problem-solving skills. Excellent communication, team building and interpersonal skills.

Demonstrated success in coordinating complex planning and administrative tasks with well-honed organizational skills.

Ability to develop and sustain relationships with external organizations.

Demonstrated commitment in delivering excellent service to others as this is key in supporting the success of our students and our College.

Effective ability to interact with others and deal with situations in ways that respect diverse backgrounds, experience, and styles.

Flexibility in adapting to change and in participating in consultative decision-making processes.

How to Apply

Click "Apply Now"