



# 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

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## Community Relations Officer

<b>Job ID</b>	<b>B4-6A-3B-97-C8-D2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B4-6A-3B-97-C8-D2">https://careers.indigenous.link/viewjob?jobname=B4-6A-3B-97-C8-D2</a>	
<b>Company</b>	CESO	
<b>Location</b>	Toronto Or Montreal , Ontario or Quebec	
<b>Date Posted</b>	From: 2021-04-07	To: 2021-05-07
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	May 10th, 2021	
<b>Languages</b>	English	

### Description

The Community Relations Officer (CRO) is responsible for the effective development, delivery and evaluation of assignments within Canada. An assignment involves:

- Working directly with a First Nations, Inuit, Metis or Northern client (organization, community, government, individual) to understand what they need
- Collaborating with CESO departments to recruit the right CESO Advisor
- Supporting the client and CESO Advisor to define objectives for the assignment
- Overseeing the assignmentsâ€™ delivery- providing ongoing support to the client and the CESO Advisor as needed to meet the assignmentsâ€™ objectives.

To be considered for this position, the candidate must have some work experience in Community Development or International Development. And to be successful in this role, the candidate must have strong experience and understanding of First Nations Communities and Indigenous businesses and organizations. This position is an 11-month contract. The work will be done remotely, and the successful candidate can be located anywhere in Canada.

### PRIMARY RESPONSIBILITIES

- Identify and secure clients that need CESO advisory services and are interested in participating in assignments to address those needs.
- Collaborate with the client to define their service needs and expectations, coordinate completion of Request for Services form, develop and implement client contracts.
- Participate in a minimum of one local/regional networking or learning event per quarter

### SECONDARY RESPONSIBILITIES

- On-going collaborations with the recruitment/coordination team to support the selection of volunteers whose background and experience best match the work requested by the client
- Ensures timely input into databases
- Follows up with clients after the commencement of the assignment, ensuring that it is running smoothly
- Investigates and handles any problems that arise with the client or volunteer
- Deliver excellent client service and assist with project management, from lead generation to completed assignment including the completion of evaluation metrics.
- On-going collaboration with volunteer advisors, staff and managers.

### KNOWLEDGE AND SKILL REQUIREMENTS

- â€¢ 2-3 years of experience working in a project coordination role
- â€¢ Proven client service skills
- â€¢ Understanding of Indigenous and First Nations communities is required
- â€¢ Capable of preserving confidential or sensitive information
- â€¢ Strong relationship building skills
- â€¢ Effective time management, organization, and multi-tasking skills
- â€¢ Excellent interpersonal and strong communication skills both written and verbal
- â€¢ Proficient in Microsoft Word, Excel, Outlook and database management

**How to Apply**

Please forward your resume and cover letter with Community Relations Officer  
in the subject line to:

Jennifer Rovet, Recruitment Manager

[jrovet@ceso-saco.com](mailto:jrovet@ceso-saco.com)

Application deadline: April 23rd, 2021

Priority will be given to Indigenous applicants.

Please note that only those applicants selected for an interview will be contacted.

Thank you for your interest in our organization.