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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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Community Investment Co-ordinator (Bilingual)

Job ID	**D0-9B-09-C4-A4-73**	
Web Address	https://careers.indigenous.link/viewjob?jobname=D0-9B-09-C4-A4-73	
Company	Farm Credit Canada	
Location	Regina, Saskatchewan	
Date Posted	From: 2022-06-21	To: 2022-06-29
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Job Salary	To Be Discussed	
Languages	English, French	

Description

Job number: R-1003887
Location: Regina, Saskatchewan
Closing date: June 29, 2022
Language(s) required: English, French
Worker Type: Term (Fixed Term)
Term Duration (in months): 6
Detail-oriented project co-ordinator required
- Support and co-ordinate Community Investment programs, often working with internal and external partners.
- This position is designated bilingual (English and French), and the successful candidate must be able to communicate in both of Canada's official languages.
What you'll do:
- Provide support for internal and external Community Investment programs
- Manage funding documentation and communications with external funding recipients using our grant management software system
- Review and traffic internal and external CI requests in both official languages
- Review, track and reconcile community investment disbursements
- Provide support to Community Investment Consultants as required
What we're looking for:
- Team player with strong communication skills who can easily build and maintain relationships
- Well-organized problem-solver able to determine priorities in a fast-paced workplace
- Highly detailed multi-tasker who is self-motivated and passionate about community investment
What you'll need:
- Diploma in administration, public relations or marketing and at least three years of experience (or an equivalent combination of education and experience)
- Knowledge of Sponsorium grant management software, Excel and OneNote are an asset.â€‹

How to Apply

Click "Apply Now"