



Office Coordinator – 123-26-1
Kanikonriio Child and Youth Programs, Social Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 29, 2026**, for the **Office Coordinator** with **Kanikonriio Child and Youth Programs, Social Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Office Coordinator** reports to and works under the direction and supervision of the Manager of the Kanikonriio (Good Mind) Child & Youth Programs.

The Office Coordinator – Kanikonriio (Good Mind) Child & Youth Programs is responsible for supporting the daily operations of the staff within the Youth Life Promotion, Indigenous Mental Health and Addictions, School Social Work, and Indigenous Community Worker Programs (herein referred to as “The Programs”). The role also includes assisting the Manager with the develop and delivery of child, youth, and family-based programming; monitoring and reporting on budgets and financial submissions; coordinating training and professional development opportunities; maintaining and updating in-house documentation and resources; and attending meetings with program partners as required.

Type	Full Time
Closing Date	July 29, 2026
Hours of Work	35 hrs/week
Wage	Minimum \$49,500

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Will have a minimum of a College Diploma in Business Administration, Social Service Worker or a Post-Secondary Diploma in a related field with one year of administrative experience;
- Preference will be given to Six Nations of the Grand River Band Members, persons of Haudenosaunee ancestry, or persons of Indigenous ancestry;

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



- Able to provide a valid current G class license;
- Able to provide a current and favourable drivers abstract with minimal offences;
- Has access to a reliable vehicle with minimum 2 million dollar liability insurance; and
- Must have favourable criminal record check and vulnerable record check.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 5717 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Office Coordinator – Full Time – 123-26-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



Position Description

POSITION TITLE:

OFFICE COORDNATOR
KANIKONRIIO (GOOD MIND) CHILD & YOUTH PROGRAMS

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of the Kanikonriio (Good Mind) Child & Youth Programs.

PURPOSE & SCOPE OF THE POSITION:

The Office Coordinator – Kanikonriio (Good Mind) Child & Youth Programs is responsible for supporting the daily operations of the staff within the Youth Life Promotion, Indigenous Mental Health and Addictions, School Social Work, and Indigenous Community Worker Programs (herein referred to as “The Programs”). The role also includes assisting the Manager with the develop and delivery of child, youth, and family-based programming; monitoring and reporting on budgets and financial submissions; coordinating training and professional development opportunities; maintaining and updating in-house documentation and resources; and attending meetings with program partners as required.

KEY DUTIES & RESPONSIBILITIES:

Technical Functions -

- Arrange and schedule a network of resources, calendars, and itineraries for training, programming, and other important events;
- Assist with the development and maintenance of a resources relevant to The Programs, and the services they deliver;
- Maintain a catalogue of all equipment acquired, establish a system for loan, and monitor the upkeep of equipment; and
- Assist the Manager with the preparation of budgets, work plans, and program plans.

Administrative Functions –

- Answer, screen, direct inbound phone calls;
- Receive and direct visitors and clients;
- Handle requests for information and data;
- Resolve administrative problems and inquires;
- Photocopying, faxing, and mailing; and
- Unit support for time and attendance summaries.

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Communications Functions –

- Develop and maintain community contacts to assist with the development and delivery of services;
- Support the development of curricula and purchasing for The Programs;
- Schedule and coordinate meetings, appointments, travel arrangements, and events for the unit and guest facilitators as required;
- Assist with the recording and reporting of statistics and data for internal and external stakeholders;
- Prepare agendas for meetings and take meeting minutes as required;
- Support The Programs' networking and outreach initiatives;
- Work respectfully and effectively with unit staff, department colleagues, Six Nations of the Grand River Council employees, and the broader community.

Other Functions –

Any duties as assigned by the Manager which includes, but is not limited to, participation in the Tragic Events Response Team, Six Nations Community Emergency Measures Plan and participation in Crisis Services. Supporting and attending front-line programming and community events on an as-needed basis.

WORKING CONDITIONS:

- Work may involve a high degree of mental stress; may require interaction with the public; subject to deadlines, interruptions and some unscheduled hours; ability to take direction, prioritize and work independently;
- Work may require flexible working hours, including possible evening and weekend hours as required;
- Involves consultation with internal and staff;
- May involve some travel in/outside of the community as required using own transportation and could include air travel; and
- Must respect the Privacy Act and adhere to confidentiality.
- Work will involve learning about Haudenosaunee culture and contemporary issues as they apply to this position and The Programs' work.

WORKING RELATIONSHIPS:

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- The Manager of the Kanikonriio (Good Mind) Child & Youth Programs – receives direction and guidance; discusses plans and priorities; interacts to ensure tasks are done efficiently and effectively; and receives instruction and supervision.
- Other staff/other Six Nations of the Grand River agencies – with courtesy, cooperation and teamwork.
- With the public/clients – represents and promotes the Six Nations of the Grand River Social Services in a courteous, positive, and cooperative manner and provides information and assistance.
- External agencies – represents and promotes Six Nations of the Grand River's interests related to youth life promotion as approved; maintains awareness of legislation, policy and program changes; and seeks to develop sound professional working relationships.
- Discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

- Will have a minimum of a College Diploma in Business Administration, Social Service Worker or a Post-Secondary Diploma in a related field with one year of administrative experience;
- Preference will be given to Six Nations of the Grand River Band Members, persons of Haudenosaunee ancestry, or persons of Indigenous ancestry;
- Able to provide a valid current G class license;
- Able to provide a current and favourable drivers abstract with minimal offences;
- Has access to a reliable vehicle with minimum 2 million dollar liability insurance; and
- Must have favourable criminal record check and vulnerable record check.

Other Preferred Qualifications

- Will be familiar with relevant legislation, regulations and guidelines;
- Will be knowledgeable about Haudenosaunee Culture and the contemporary characteristics of any social issues within the Six Nation's social structure;
- Will be proficient in Microsoft Office (Word, Excel, PowerPoint, SharePoint, Forms)
- Will be knowledgeable in crisis intervention techniques and able to de-escalate urgent and crisis calls;
- Will be familiar with other community services and external services for referral purposes; and
- Have at least one year of experience working with children, youth, and families.

IMPACT OF ERROR:

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Errors in judgment/decisions could result in vicarious liabilities to Six Nations of the Grand River Elected Council and both direct and vicarious liability to the Chief Executive Officer and to the Director of Social Services and staff. Errors in conduct of duties could result in the jeopardizing or loss of program funding, poor staff relations, poor client/public relations, public confusion, loss of credibility.

CONTROL:

Works within the organizational structure and administrative policy and procedures established by Six Nations of the Grand River Elected Council.

Works within the Six Nations of the Grand River Social Services Department values, principles, and mission statement.

Works within the policies and procedures established through service contracts by the Six Nations of the Grand River Elected Council and the funding agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the position. It is not to be understood as an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Six Nations of the Grand River Social Services and the Kanikonriio (Good Mind) Child & Youth Programs unit reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its content.

Signature of Employee

Date

Kanikonriio (Good Mind) Child & Youth Programs is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code and the Six Nations of the Grand River Elected Council policies.

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