



## NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES WE ARE HIRING!

NOGDAWINDAMIN Family and Community Services, a designated Indigenous Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

**FULL-TIME CONTRACT TO MARCH 29, 2024**  
**FACILITIES COORDINATOR**  
**LOCATION: TO BE DETERMINED**  
Salary Range: \$63,261.00 to \$77,707.00

### **Job Summary**

The Facilities Coordinator is responsible to coordinate and accommodate building requirements, and the needs of both staff and clients. The Facilities Coordinator also identifies, coordinates, and accommodates Agency operated Alternative Care homes.

### **Qualifications**

- Diploma or Degree in Civil Engineering
- Training in building maintenance would be an asset
- Three (3) years' Building Maintenance Management experience
- Experience negotiating and coordinating contracts, RFP's, work orders
- General contracting experience
- Experience working with aboriginal people, organizations and communities
- Equivalent combination of education and experience may be considered

### **Other Requirements**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 30 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, OMERS PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

**Thursday, June 1, 2023 – 4:00 pm**

### **Hiring Committee**

Nogdawindamin Family and Community Services  
210B Gran Street, Batchewana First Nation, ON P6A 0C4  
Email: [hr@nog.ca](mailto:hr@nog.ca)

**Preference will be given to Indigenous applicants. Self-Identification is encouraged.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**A full job description is located on our website at [www.nog.ca](http://www.nog.ca)**