



Interested applicants are invited to submit a cover letter and resume package via email to:

human.resourcenrnc@gmail.com

Please self-identify as First Nation, Metis or Inuit in your cover letter

NRNC is committed to accessibility and accommodations to applicants throughout our hiring process.

If you require accommodations, please request via email.

Pursuant to Section 24 of the Ontario Human Right Code, this position will give **preference to applicants who self-identify as members of an Indigenous community (First Nation, Metis or Inuit) in their cover letter transparently** as part of the recruitment process.

INDIGENOUS COMMUNITY JUSTICE PROGRAM ADMINITRATIVE SUPPORT

OVERVIEW

This position provides vital support to the ICJP Program Coordinator in the delivery of the Indigenous Community Justice Program. The role focuses primarily on administrative duties, maintaining accurate documentation, and assisting with group and circle facilitation. By supporting these core functions, the position contributes to the overall effectiveness, smooth operation, and cultural integrity of the program, ensuring services remain responsive to the needs of the community.

The ideal candidate will demonstrate strong time management skills and the ability to juggle multiple priorities efficiently. Excellent written and verbal communication skills are essential, along with the ability to build and maintain professional relationships with justice partners and community members. Proficiency in MS Office 365 and records management is required to ensure accurate and organized program documentation, supporting both daily operations and long-term program goals.

Position Hours: 9 am – 5 pm, 40 hours per week, includes 1 hour paid lunch

Position Location: 382 Airport Road, Niagara on the Lake, Ontario, L0S 1J0

Salary and benefits will be discussed upon interview.

REQUIREMENTS

1. **Vulnerable Screening**
2. **Driver License and Abstract**

Strong knowledge of Indigenous history, culture, and contemporary issues; understanding of court processes, Gladue principles, and restorative justice; skills in case management, facilitation, and public speaking; excellent communication, time management, and relationship-building abilities; and proficiency with MS Office 365 and records management.

EDUCATION

1. **Business Administration Diploma**
2. **Strong knowledge of Indigenous history, culture and contemporary issues impacting Indigenous peoples.**
3. **Knowledge of law and court proceedings, Gladue principles and restorative justice practices, an asset**
4. **Previous work experience in an administrative capacity**
5. **Must have own vehicle and proper insurance coverage**