



**Bilingual Program Officer**  
**Refer to competition number: NIB-2018-BPO-O4**  
**Internal/External Competition**

**Description:** The NIB Trust Fund's mission is to preserve and revitalize First Nations language, culture and way of life. The fund provides resourcing to create meaningful opportunities that improve the quality of life for First Nations. Our mission is devoted to creating meaningful opportunities to have a positive impact on the lives of First Nations people.

The Bilingual Program Officer's primary purpose is to ensure the consistent and appropriate interpretation and administration in all facets of eligibility, application and accurate and efficient distribution of funds from the two funding streams (individual and group) of the NIB Trust Fund. The incumbent researches, develops and prepares recommendations for resolution of issues that arise to support, ensure the administration is consistent with court approved Administration Plan, and input of all data to ensure timely and accurate details of applications in accordance with established procedures and processes.

**Who Can Apply:** Bilingual Person only may apply; Persons of Indigenous ancestry will be given preference.  
Candidates should at least have a post-secondary degree in a related field of study and experience working with projects and programs or equivalent combination of education and experience. Applicants must have Excel, Word, Adobe and database management experience. In addition, experience working with First Nations and Métis communities is essential. Highly experienced candidates who do not possess a degree may be considered for opportunities.

**Salary Range:** Commensurate with job requirements, experience and education (within limits of the salary grid)

**Location:** Ottawa, Ontario

**Duration:** Term, Full-time position

**Closing Date:** Open until filled

Individuals who feel they are qualified are invited to submit a covering letter clearly demonstrating how they meet the criteria (quoting the above reference number) along with a current resume, and three (3) work related references to:

NIB Trust Fund, 55 Metcalfe Street, Suite 1600  
Ottawa, Ontario K1P 6L5  
FAX: (613) 241-5808  
Email: [humanresources1@afn.ca](mailto:humanresources1@afn.ca)

No applications will be accepted beyond the closing deadline. Interviews will be held in Ottawa. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. NIB Trust may cancel, postpone, or revise employment opportunities at any time.

October 15, 2018