



The National Sixties Scoop Healing Foundation of Canada (NSSHFC)

“Student Development Program”

Office Manager, Non-Profit Organization

**Job Location, Akwesasne, Cornwall, Stormont-Dundas-South Glengarry, Riding,
Ontario**

“Virtual Position”

“Survivors are welcomed and have become a community filled with healing and wellness, and the world has a deeper knowledge and empathy for survivor experience and history” **(Vision Statement)**

The National Sixties Scoop Healing Foundation of Canada is a charitable foundation devoted to the healing and wellness of Survivors of the Sixties Scoop and their families. Created through class action by Survivors the Foundation exists “to enable change and reconciliation, and in particular access to education, healing and wellness, and commemoration activities for communities and individuals,” and to “bridge the generations and give meaning to suffering. As well as to provide healing and reconciliation to the whole of Canada, now and for the future.” The NSSHFC is committed to staffing a workforce representative of the population we serve.

The Job

The National Sixties Scoop Healing Foundation of Canada has created a “Student Development Program” to provide a post-secondary student with the opportunity to acquire knowledge and develop skills through experiences to transition into the labor market successfully. The post-secondary student will have four rotations (Finance; Programs, Communications, and Fundraising), each rotation lasting one month long and each rotation being supervised by a separate topical expert director. This virtual role allows for remote work from home which has been subsidized by the Government of Canada through the Canada Summer Jobs Program.

Qualifications Technical

- Minimum education of two years post-secondary education with a specialization in any of the following: public administration, business, politics, charity management, not-for-profit financing, or alike. The ideal candidate will be a student enrolled in Master of Public Administration, Master of Business Administration.
- Software application knowledge such as Microsoft Office 365, Word, and Excel;
- Well-versed in the use of Zoom, Teams, and similar online tools;
- Excellent written and verbal communication skills in the English language;
- Willing to ask for help, take pride in their work, able to admit when a mistake is made, and learn from their mistake;

Core Responsibilities

Rotation 1: Programs (4 weeks)

- Support the Program Director in reporting and tracking grant-funded programs
- Engage with selected grantees for program monitoring, documentation, and reporting
- Analyze and summarize donor and grantor requirements
- Assist in drafting and submitting grant applications and proposals

Rotation 2: Fundraising (4 weeks)

- Help maintain and update a prospect database with key information
- Support the development of donor outreach materials, such as letters and reports
- Research to identify potential grant opportunities, donors, and sponsors
- Support with the preparation of written materials for the Director of Communication

Rotation 3: Finance and Operations (4 weeks)

- Under the direction of the Director of Finance Operations, training of the National Sixties Scoop Healing Foundation of Canada policies and procedures of the foundation
- Liaison with the Director of Finance in reviewing the grantee applications and the preparation for expedition of payment
- Maintain a daily timesheet

Rotation 4: Communications (4 weeks)

- Evaluate with Communications an overview of internal and public strategies
- Monitor social media and website with publishing coaching
- Analytical marketing development for potential and future trends
- Mentorship
- Data entry and management of digital databases

Personal Requirements

- Possesses a high set of moral and ethical principles and an interest in social justice
- Ability to establish and maintain effective working relationships with individuals from diverse cultures and communities
- Willingness to be trained and eagerness to learn new skills
- Integrity, exercise discretion in handling confidential information
- Consistently keeps commitments and follows through
- Ability to work independently and collaboratively in a team setting
- Enthusiastic team player with a positive attitude
- Loyalty to the organization and a commitment to the cause
- Ability to establish and maintain effective working relationships with individuals from diverse cultures and communities
- Maintain a daily work log and timesheet
- Professional telephone and email manners
- Capable of working in a virtual environment
- Organizational skills and time management skills
- Attention to detail
- Goal orientated
- Punctual and reliable

Skill Sets Expected of Candidate

- Adaptability - adjusting goals and behaviors when expected or unexpected change occurs
- Collaboration - Contributing and supporting others to achieve a common goal
- Communication - exchanging thoughts and information
- Creativity and Innovation - imagining and expressing ideas that challenge existing methods
- Digital Skills - skills to understand and use digital systems, tools, and applications
- Numeracy - understanding and reporting mathematical information presented
- Problem-solving - identifying and proposing solutions
- Technical skills - developing capabilities that relate to the practical or mechanical side of an activity
- Reading and/or Writing - finding, understanding, and sharing information in writing

Additional Information

Pay rate: \$25 per hour 37.5 hrs./per week for 16 weeks.

Security and Safety – Criminal Record Check

To apply for this job, you must:

- Be between the ages of 18 and 30 years old on the start date of the position
- Have a valid social insurance number; and
- Be a Canadian Citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada
- Live in the riding of Akwesasne, Stormont-Dundas-South Glengarry or City of Cornwall, Ontario

Supervision: 1-2 People

We encourage First Nation, Inuit and Metis applicants to apply. We are committed to providing a barrier-free work environment in accordance with the relevant legislation. The NSSHFC will make accommodations available to applicants with disabilities upon request during the recruitment process.

International students and other temporary residents of Canada are not eligible

HOW TO APPLY:

SEND RESUME TO: HR@60sscoopfoundation.com

For more information, please visit our website [here](#):

<https://www.sixtiesscoophealingfoundation.ca/>

Closing Date: April 4, 2026

