



## **EMPLOYMENT OPPORTUNITY**

The Southern First Nations Secretariat is now accepting applications for the position of:

### **Trusted Source Assistant**

(Part-Time, 15hours/week; Contract to March 31, 2026)

**POSITION REPORTS TO:** Trusted Source Coordinator

**POSITION SUMMARY:** In accordance with the established policies, procedures, and directives of Southern First Nations Secretariat (SFNS), the Trusted Source Assistant will assist the Trusted Source Coordinator execute the Trusted Source program in partnership with Indigenous Services Canada (ISC). The Trusted Source Assistant will support applicants with Registration under the Indian Act, and Secure Certificates of Indian Status (SCIS) applications.

#### **DUTIES & RESPONSIBILITIES:**

- Complete all necessary ISC Trusted Source training.
- Assist with maintaining the scheduling app and creating in-office appointments.
- Prepare communication requests for upcoming Trusted Source events.
- Maintain an efficient, computerized filing and record management system for the Trusted Source program.
- Ensure information on Indian Act Registration, SCIS and legislative changes are shared.
- Connect with Member First Nations and partnered organizations to coordinate upcoming clinics.
- Assist applicants with new registrations, SCIS applications and S-3 outreach to First Nation members.
- Travel to Member First Nations and partnering organizations to assist with information booths and clinics.
- Assist the Trusted Source Coordinator with monthly and annual reports to the funder, SFNS' member First Nations, and other partners.
- Share general activities and statistics with our member First Nations regularly.
- Track analytics (such as views, clicks, shares, likes etc.) to measure effectiveness and efficiency of communication campaigns in collaboration with our Communications Officer.
- Other activities as deemed necessary to the success of the Trusted Source program.

#### **STATEMENT OF QUALIFICATIONS:**

##### **Basic Requirements (Mandatory & Minimum):**

- Minimum of Grade 12/GED;
- Must successfully complete training with Indigenous Services Canada; and
- Must maintain a high standard of ethics and strict confidentiality of information



**Rated Requirements:**

- Strong verbal and written communications skills;
- Strong customer service skills. Must be able to relate well with community members, coworkers, and the general public;
- Able to work independently;
- Available to work some evening and weekends;
- Exceptional organization and time-management skills and ability to prioritize multiple tasks to meet strict deadlines;
- Awareness and sensitivity to realities of First Nation people and communities is an asset;
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation; and
- Willingness to provide a police check.

**PHYSICAL DEMANDS:**

- Sitting for long time periods in office at a desk, computer terminal, or in meetings;
- Required to drive a vehicle to perform duties; and
- Very occasional medium lifting (maximum 50 pounds).

**WAGES:** \$20/hour

**CLOSING DATE:** Friday, August 15, 2025 @ 4:00pm

Please submit a resume with three current written employment and/or character references to:

Ravynne Rich, Trusted Source Coordinator  
Southern First Nations Secretariat  
Email: [trustedsource@sfns.on.ca](mailto:trustedsource@sfns.on.ca)

**Please clearly mark your subject line: "Confidential – Trusted Source Assistant"**

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

*A full job description is available upon request.*

**PREFERENTIAL HIRING:** SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.