



## **Program Officer Job Description**

### **About the Charity**

First Assist is an Indigenous-run charity that advances educational achievement in Indigenous communities through sport. We work primarily with northern and remote communities to enhance physical and social well-being, advance educational achievement and provide opportunities for youth who face adverse circumstances.

### **Role Overview**

The Program Officer will provide organizational coordination, donor stewardship, and administrative support that enable First Assist to deliver programming effectively and transparently.

### **Compensation & Time Commitment**

Position Type: Part-time ( $\approx$  35 hours/month)

Pay Scale: \$28 – \$32/hour

Work Location: Remote within Canada (occasional in-person attendance at meetings/events as required)

### **Responsibilities**

- Board, AGM & Governance Support
  - Schedule and organize Board meetings & AGMs, ensuring quorum-friendly calendar coordination
  - Draft, finalize, and circulate Board and AGM agendas in collaboration with leadership
  - Prepare and finalize official Board and AGM meeting minutes
- Program Support & Reporting
  - Liaise with staff to collect relevant program reporting
  - Support the implementation of new data collection or evaluation processes
  - Help develop and draft reports to donors and funders as required
  - Support logistical aspects of programming work as needed
- Donor Stewardship
  - Maintain a donor information database
  - Prepare and send donor updates and impact communications via email when appropriate





- Support donor outreach through materials, scheduling, and communication coordination
- Grants & Funding Development
  - Support grant writing and reporting
  - Research and pursue donation and granting pathways that align with mission (Federal giving opportunities, Indigenous-specific funds, community grant streams)
  - Support the issuance of charitable tax receipts
  - Maintain and organize an internal photo & video catalog/library
  - Support website changes

### **Required Skills & Experience**

- Strong organizational skills
- Experience in an office environment and with basic office software
- Good judgement and ability to work independently

### **Nice to Have**

- Experience in the charitable sector
- Understanding of Indigenous social and economic issues
- Athletic background; experience playing hockey or other team sport

### **How to apply**

Send a cover letter outlining your suitability for the position along with a CV to [aubrey@firstassist.ca](mailto:aubrey@firstassist.ca). Interviews and hiring will take place on a rolling basis.

