

Office Assistant – Thunder Bay

Northern Policy Institute (NPI) is seeking a full-time Office Assistant for a 2-year contract in **Thunder Bay, Ontario**. This position is ideal for those seeking a first position post-graduation or looking to bring their knowledge and experience to Northern Ontario.

The Office Assistant is responsible for supporting the day-to-day activities of a complex, multi-office research institute. A significant part of this job is ensuring that proper records are maintained and assisting in providing a smooth flow of information among team members. Deal with suppliers, contractors, and internal operations. Monitor, update, or draft internal policies and procedures. Track inventory, order supplies, and manage travel and accommodation. Everything up to and including keeping the lights on and the internet running.

Business administration, commerce, and management students may find this position especially rewarding. But anyone interested in learning how to run a small business, not-for-profit, or charity should apply. Join an amazing team and learn to handle the pressure of real responsibility for key operational choices. University or college students (with some practical experience) are preferred. Bilingualism would be an advantage. Multilingualism, or a special knowledge of Northern Ontario, would also be assets.

Candidates are asked to provide a one-paragraph statement as to why they applied for the position in this specific community. Applications that do not include this information may not be considered.

Northern Policy Institute appreciates all expressions of interest; **only candidates who are to be interviewed will be contacted.** The salary range for this position is **\$44,000 to \$51,500** per year (plus benefits). To learn more about the benefits of working at NPI visit: <https://www.northernpolicy.ca/opportunities>.

NPI values the ability to engage with communities in multiple languages. **An increment of \$1,500 over and above the base salary is available for those who can fluently speak Anishinabemowin, Oji-Cree, Cree, Michif or French, as well as English** in a professional setting.

The deadline for applications is **midnight eastern time, 19 November 2023**. The expected start date is 16 January 2024.

Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Office Assistant, Thunder Bay** in the subject line. If interested, you can request a job description for this position by writing to hr@northernpolicy.ca.

*When considering applications from two equally qualified candidates, NPI **will give preference to First Nation, Métis, Inuit, or Francophone candidates.** Candidates coming from rural or remote northern communities or with a stated interest in working in northern regions in the future will also be given special preference. If any of these characteristics apply to you, **we encourage you to voluntarily state this in your cover letter.***

For information about the community of Thunder Bay visit: <https://www.thunderbay.ca/>