



Database Collection Officer Intern

Summary of Position:

The Nokiiwin Tribal Council is a not for profit organization that provides advisory services to member First Nation communities within the Robinson Superior Treaty area. The Nokiiwin Tribal Council is seeking a candidate to work together with the member communities in the use of inputting data into the data systems. The candidate will discover efficient ways to organize, store and analyze data with attention to security and confidentiality. The ideal candidate will have a strong understanding of databases and data analysis procedures and is knowledgeable in computers, motivated and career-minded. The Database Collection Officer Intern will work closely with the Executive Director.

Qualifications:

- Recently graduated from a Northern Ontario accredited college or university within the last three years. Candidates must be graduated of post secondary degree or diploma program.
- Ideally the candidate may hold a Post Secondary degree in Computer Science or Business Administration or a related field of study would be required
- Excellent understanding of data administration and management functions (collection, analysis, distribution etc.)
- Familiarity with modern database and information systems technologies
- Excellent written and oral communications skills
- Computer Proficiency
- Database Management experience
- Must be able to work in a changing environment
- Must hold a valid drivers licence
- Travel is required
- A current satisfactory Criminal Reference Check is required
- Time management and problem-solving skills
- Fluency in Anishinaabe, knowledge and appreciation of Anishinaabe culture and heritage are assets.

Interested candidates must submit their resume along with a cover letter and three (3) employer references by Monday February 19, 2018 by 4:00 p.m.

Nokiiwin Tribal Council
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Only candidates who meet the qualifications and are granted an interview will be contacted.

THIS OPPORTUNITY IS

PROUDLY SUPPORTED BY:

