NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES
WE ARE HIRING!

NOGDAWINDAMIN Family and Community Services, a designated Indigenous Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

FULL-TIME CONTRACT TO MARCH 31, 2027
(LEAVE REPLACEMENT)
LAW CLERK
LOCATION: TO BE DETERMINED
Salary Range: $56,091.30 to $68,560.99
This posting is to fill an existing vacancy.

Job Summary

The Law Clerk is responsible for providing a full and complete range of legal, administrative support services to Child Welfare Supervisors, Front Line Staff and the Legal Department. The Law Clerk functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

Qualifications

- Legal Assistant Diploma or Law Clerk Diploma
- Two (2) years' experience in a similar position in a First Nation social services agency
- Equivalent combination of education and experience may be considered

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have $1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 30 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, OMERS PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job-related resume and cover letter along with three work related references:

Monday, November 9, 2026 – 4:00 pm

Hiring Committee
Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
Email: hr@nog.ca

Nogdawindamin Family and Community Services is committed to delivering services by and for Anishinaabe People. This position is part of a special program under Sections 14 and 24 of the Ontario Human Rights Code. Preference will be given to qualified applicants who are Anishinaabe.

If selected for an interview, candidates are not permitted to use Artificial Intelligence (AI) in the interview or any subsequent testing unless it is due to an Accommodation

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

A full job description is located on our website at www.nog.ca