



JOB POSTING – Project Assistant (Temporary Contract)

SHORT SUMMARY

Indigenous Certification Board of Canada (ICBOC)

Salary: \$32/hour • Hours: 37.5/week • Remote

A more detailed job description is available upon request.

The Indigenous Certification Board of Canada (ICBOC) is seeking a Project Assistant for a temporary contract to cover an employee's leave, with the possibility of extension. The role supports certification, accreditation, communications, and proposal-based activities.

KEY RESPONSIBILITIES

- Support certification and accreditation processes
- Maintain directories and bilingual materials
- Assist with promotional materials and conference outreach
- Update website content, announcements, surveys, and social media
- Submit monthly activity reports

QUALIFICATIONS

- Post-secondary certificate/diploma in office administration
- 2–3 years of relevant experience
- Strong organization and communication skills
- Ability to work independently in a remote environment
- French or Indigenous language an asset

CONTRACT DETAILS

- Temporary leave-coverage contract
- 37.5 hours/week
- \$32 per hour
- Remote; in-person only when required

TO APPLY

Submit a single PDF (cover letter + resume + two references) to:

Tess Benedict – adminasst@icboc.ca

Open until filled