

Join Our Team!

Recruitment Officer

Full-Time | Permanent

Position: Recruitment Officer

Location: Shingwauk Kinooaage Gamig (SKG) – Sault Ste. Marie, Ontario

Employment Type: Full-Time, Contract (35 hours/week)

Reports To: Director, Indigenous Knowledge & Pedagogy & Elder Services

Salary: \$50,000 - \$55,000

About Shingwauk Kinooaage Gamig

Shingwauk Kinooaage Gamig (SKG) is an Indigenous-governed, First Nations-controlled post-secondary institution in Baawaating (Sault Ste. Marie), Ontario. Rooted in Anishinaabe values, SKG delivers accredited, community-based programs that advance language revitalization, cultural knowledge, and land-based learning in support of Indigenous self-determination and learner success. We are seeking a welcoming, organized, and detail-oriented individual to join our team as a Recruitment Officer.

Position Summary

This role is responsible for creating and posting content, maintaining digital platforms, supporting recruitment campaigns, and assisting with event communications. Working under the direction of the Director Indigenous Knowledge & Pedagogy & Elder Services this role supports student recruitment, enrolment growth, community partnerships, institutional advancement and internal engagement and ensures that all messaging reflects Indigenous values, protects Indigenous knowledge, and aligns with SKG's strategic priorities and brand standards.

Key Responsibilities

Community & Relationship-Based Recruitment

- Develop and implement a culturally responsive recruitment plan aligned with SKG's enrolment goals.
- Build and maintain strong relationships with First Nation communities, Indigenous organizations, schools, and education partners.
- Represent SKG at community events, career fairs, powwows, and recruitment forums.
- Coordinate campus tours, open houses, and community information sessions in accordance with cultural protocols.

Prospective Student Engagement & Support

- Serve as the primary contact for prospective students and families
- Provide guidance on programs, admissions, funding pathways (e.g., Band funding, OSAP), and student supports.

- Support application completion and maintain proactive follow-up to support enrolment conversion.

Strategic Enrolment & Reporting

- Collaborate with Registrar and Academic leadership to align recruitment with program capacity.
- Monitor recruitment data, trends, and community needs to identify growth opportunities.
- Maintain recruitment databases and prepare regular reports and KPI tracking for leadership.

Qualifications & Requirements

Required

- Diploma or Degree in Education, Social Services, Indigenous Studies, Communications, or related field. Equivalent lived experience and community leadership experience may be considered
- Minimum 3 years' experience in post-secondary recruitment, community outreach, or student services
- Knowledge of Ontario post-secondary admissions processes and funding pathways
- Strong organizational skills with the ability to manage travel schedules, multiple communities, event logistics, and follow-up processes simultaneously
- Strong written and verbal communication skills with the ability to translate institutional information into accessible, culturally responsive messaging
- Valid Class G driver's license and ability to travel across Ontario
- Clear Criminal Record Check (required prior to start)

Assets

- Knowledge of and respect for Anishinaabe culture, traditions, and values
- Ability to speak or willingness to learn Anishinaabemowin
- Familiarity with post-secondary or educational environments

What We Offer

- A culturally grounded, Indigenous-governed post-secondary environment rooted in Anishinaabe values and relational accountability
- A collaborative and community-centered workplace where your voice and creativity directly shape institutional growth
- Professional development opportunities within a growing Indigenous Institute

How to Apply

Interested applicants are invited to submit a cover letter, résumé, and three (3) professional references in a single PDF or Word document to:

Human Resources | Shingwauk Kinoomaage Gamig

Email: careers@shingwauku.org

Please include "Recruitment Officer" in the subject line.

Application Deadline: March 16, 2026