



CERTIFIED  
Aboriginal Business

Canadian Council for  
Aboriginal Business 

Three Sisters Consulting is a First Nations owned and operated consulting firm founded on Indigenous principles specializing in online and in person engagement on a variety of topics. We are currently looking to fill a permanent position for **Report Writer**. This position reports to the Operations Manager but will work collectively with the team which consists of in office and remote workers. This position is open to those who are legally eligible to work in Canada (Social Insurance Number is required). It is essential for applicant(s) to have strong computer skills and a sound understanding of Microsoft 365 (excel, word, outlook etc.) An expert understanding of Indigenous culture and principles is required.

**Location:** 133 King Street W, Chatham, ON

**Duration:** permanent, Part-time with potential to be full-time

**Start:** As soon as possible

**Rate:** \$26,000 to \$32,500 annually dependent upon experience

**Hours:** 25 hrs/week, M-F

Duties:

- Crafting compelling storytelling content that will engage clients and community members
- Taking notes during meetings (Cornell note taking and Records of Decision), and sharing with the team through a variety of platforms
- Take the lead in writing a variety of documents with input from the team including templated emails, meeting summaries, ongoing and final reporting documents.
- Experience in proposal and grant writing an asset
- Contribute to writing and updating internal documents incorporating team feedback into a final version
- Create and maintain templates including, but not limited to, Response to RFP's, task authorizations, training materials, best practices etc.

Essential Qualifications:

- Must have strong computer skills
- Demonstrated high level knowledge of Microsoft 365 (excel, word, outlook calendar)
- Must be able to support and work as part of a team both in person and virtually
- An understanding of communications and writing with **Indigenous** content focus
- Must be able to work independently on assigned projects, adhering to deadlines set out
- Must be comfortable with virtual engagement software such as MS Teams, Zoom and Eventbrite and willing to embrace new online tools as they apply to the role
- Must be able to pass security screening as required via the Government of Canada's Procurement Strategy Screening Process.

Interested applicant(s) are encouraged to submit an up-to-date resume with cover letter and a written sample of work.

**Three Sisters Consulting recognizes the importance of building an ideal business environment that is inclusive, and reflective of the clients we serve. Preference will be given to qualified Indigenous peoples who voluntarily self declare in their application.**

We thank all who apply however only persons selected to be interviewed will be contacted.

Applications can be submitted to:

Donna Dick – [info@threesistersconsulting.com](mailto:info@threesistersconsulting.com)