



# INDIGENOUS SCREEN OFFICE BUREAU DE L'ÉCRAN AUTOCHTONE

## JOB DESCRIPTION

<b>POSITION TITLE</b>	Program Coordinator	<b>JOB TYPE</b>	Full-time, permanent
<b>REPORTS TO</b>	Director, Funding Programs	<b>DATE</b>	May 2026

### PURPOSE

The Program Coordinator is the operational backbone of the ISO's funding initiatives, ensuring that administrative processes and application analyses are executed with precision and care. Reporting to the Director of Funding Programs, the Coordinator serves as a primary position for eligibility and completeness, providing the critical data and support necessary for Program Managers to evaluate funding applications. This role ensures that the ISO's mission—to empower Indigenous screen storytellers and drive representation across the industry—is translated into efficient, accessible, and impactful funding opportunities. The Program Coordinator will work across ISO Story Fund and the Canada Media Fund programs administered by ISO.

### KEY RESPONSIBILITIES

- Evaluate financial aspects and completeness of funding applications to ensure compliance with ISO and CMF eligibility guidelines.
- Conduct thorough chain-of-title and budget analyses at both the initial application and final reporting stages.
- Input, verify, and maintain accurate project data and documentation within the ISO portal.
- Serve as a primary point of contact for applicants, providing guidance and addressing questions throughout the funding lifecycle.
- Resolve documentation discrepancies by following up with producers and broadcasters to obtain required information.
- Track project timelines and manage tight deadlines to ensure the team fulfills obligations with the CMF & ISO.
- Compile detailed notes, summaries and funding recommendations gathered during assessment processes to the Director of Funding Programs while supporting the integrity and transparency of the process.
- Support the peer evaluation process by coordinating logistics and managing the post-evaluation workflow, including the preparation of contracts, files, and funding agreements.
- Support the coordination and maintenance of the Monday.com platform to ensure effective scheduling and monitoring of all ISO and CMF programs.
- Maintain data integrity across internal platforms by ensuring application status, timelines, and documentation are accurately mirrored and updated.
- Gather and organize data for reporting and presentations as requested.
- Develop skills and share expertise in using ISO's Salesforce portal and database which supports all tasks related to delivered ISO funding programs.
- Other duties and tasks related to supporting the funding team in the delivery of ISO & CMF funding programs, as needed.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- Post-secondary degree in arts management, communications, administration, or a related field; an equivalent combination of professional experience and education will be considered.



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- Minimum of three (3) years of experience in a similar administrative or program coordination capacity.
- At least one (1) year of experience working specifically within an Indigenous arts and cultural environment.
- Professional experience in the television, film, or digital media industries, or Indigenous arts and culture is an asset.
- Experience and adaptability with customer relationship management (CRM) software and databases such as Salesforce.
- Strong analytical skills with a high level of attention to detail.
- Excellent communication skills
- Fluency in French and an understanding of the Quebec funding environment and Francophone Indigenous context are considered strong assets.
- Knowledge of assessing legal documents including contracts & Chain of title documents is considered a strong asset
- Formal post-secondary education is welcomed but not required. ISO recognizes and values knowledge gained through lived experience, community-based work, cultural practice, and professional pathways outside of traditional academic structures.
- Ability to commit to personal growth, development, and leadership opportunities;
- Ability to contribute to building and being a part of a positive work culture;

### KNOWLEDGE AND SKILLS REQUIREMENTS

- Demonstrated commitment to and understanding of the mission and values of ISO;
- Knowledge of not-for-profit funding practices and governance structures;
- Knowledge of funding application and reporting policies and procedures for Federal, Provincial and Municipal grant programs;
- Superior analytical and problem-solving skills with the ability to conduct detailed evaluations of funding applications and project deliverables.
- Thorough knowledge of non-profit funding practices, governance structures, and federal, provincial, and municipal grant programs.
- High proficiency in MS Office (specifically Excel) and experience with database management systems such as Telefilm's Dialogue.
- Excellent written and verbal communication skills with a proven ability to exercise tact, diplomacy, and good judgment in client-facing roles.
- Exemplary organizational and time-management skills, with a demonstrated ability to manage multiple priorities and tight deadlines.
- A proactive and collaborative team player who contributes to a positive work culture of learning, mentoring, and sharing.
- Demonstrated commitment to the mission and values of the ISO and an understanding of the Indigenous screen sector.
- Professional fluency in both English and French, or proficiency in an Indigenous language, is considered a significant asset.
- Ability to work autonomously with a strong attention to detail and a high degree of versatility.

### EMPLOYER BENEFITS

ISO offers a comprehensive total rewards package designed to support employee wellbeing, financial security, and professional growth. The annual salary range for this position is \$60,000–\$70,000, commensurate with experience and internal equity.

Our total rewards package includes:

- Comprehensive Health and Dental benefits coverage



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- Employer paid Life Insurance and Long Term Disability coverage
- Health & Wellness Spending Account to support physical and mental wellbeing
- Paid time off, including vacation, personal days, and parental leave
- Defined Contribution Pension Plan with employer contributions
- Annual professional development stipend to support career growth and learning