



PROJECT COORDINATOR
1 YEAR CONTRACT POSITION (pending funding)
JOB POSTING

PRIMARY DUTIES:

A contract position to research, develop, implement and monitor a culturally based program at the former Junior Ranger Camp. Reporting to both the Band Manager and Chief, and liaising with key staff, this position will develop the Camp's Development Plan & Strategy.

MAJOR RESPONSIBILITIES:

- Assist in the creation, planning, implementation and measurement of the sustainable impact of initiatives for the camp;
- Develop strategies in collaboration with the Economic Development Officer, Band Manager, Health & Social Services Director and Chief and Council;
- Assist in managing programs/special projects that are in alignment with the Plan;
- Liaison with internal and external resources to develop and facilitate forums for individuals/team players to network, share knowledge, challenges and ideas;
- Researching potential funding opportunities;
- Engaging TFN's community through consultation and feedback process;
- And other duties as may be required.

QUALIFICATIONS/SKILLS:

- Bachelor's degree or certificate with combined experience in a relevant field or significant experience in aboriginal business and economic development;
- Strong professional judgement who takes ownership of tasks and assignments;
- Strong interpersonal, relationship building and negotiating skills;
- Ability to function and maintain credibility with team players, senior personnel and leadership;
- *Strong organization and people management skills, including ability to influence, co-ordinate and direct resources that do not directly report in to this position;*
- Excellent written and verbal communication skills, including delivering presentations to large audiences;
- Ability to stay calm under pressure;
- Will require a clear criminal reference check prior to the start date of employment;
- Use of an automobile, valid driver's license and appropriate insurance is required;
- Ability to work flexible hours.

Please submit resumes by OCTOBER 20, 2021 @ 12 noon to the attention of:

Mary Jane Wardell
Band Manager
Thessalon First Nation
40 Sugarbush Road

Fax: (705) 842-2332
E-mail: mjwardell.tfn@vianet.ca

No late applications will be accepted. Only those candidates selected for interview will be contacted.