



Beausoleil First Nation

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Nookmis Project Coordinator

The Beausoleil First Nation Trust Office is seeking a responsible, energetic, and competent mature individual for this exciting role as Nookmis Project Coordinator. You are invited to come demonstrate your optimum critical thinking, organization and creative skills and to deconstruct and reconstruct ideas into action/workplans that align with project values determined. You will develop, implement and monitor Nookmis projects from the very practical to more complex plans/projects.

We have merged a number of annual projects into this function – you will provide direct coordination and oversight to the annual Post Secondary Summer Employment Program, Aanit Distribution and other annualized Nookmis funded projects as identified. In addition, you will provide coordination of other elements noted within the Nookmis annual operating cycle and function as a critical link, liaising between departments as needed, depending on the nature and scope of the project.

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards of community expectations.

REQUIREMENTS

- Member of Beausoleil First Nation with strong familiarity of community visions, processes and best practices – historic and current and how those can benefit project goals & objectives
- Possess a Post Secondary degree that supports community development, preferably within a wholistic lens or a college diploma with two years of experience in an environment where community development/project management was a common objective
- Comfortable speaking to groups and planning/conducting community presentations
- Must have experience in the preparing and implementation of project action/workplans
- Proficient in MS office Suite other applications including desktop publishing finesse
- Tech savvy, providing regular website content would be an asset or willingness to learn
- To succeed in this role, you should have excellent time management and communication skills, as you will collaborate with BFN Departments as required
- Strong motivational skillset with positive energy to mentor/monitor post secondary summer employment placements focused on utilizing students area of study
- Create and maintain comprehensive project documentation, plans and reports
- Willing to undertake further training as identified
- Access to reliable transportation

Duration: This is a fulltime position (subject to annual renewal based on budget approval of reoccurring Nookmis Project commitments).

Closing Date: **Wednesday, November 21st, 2018 at 4:00 PM.**

Hours of Work: 35 hours per week – with some flex hours

Wage: \$18 per hour

Supervisor: Owen Monague, BFN Trust Office Manager/Comptroller

Applications, consisting of a cover letter and current resume with two references to contact are to be forwarded to the Beausoleil First Nation Administration Building, attention Virginia Sandy, A/HR Manager at jobs@chimnissing.ca

Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original signed letter of application at the interview.

Thank you to all who apply, however, only those selected for an interview will be contacted.