



## **BFN TRUST OFFICE PROJECT COORDINATOR (REPOSTED)**

### **INTRODUCTION:**

The Beausoleil First Nation Trust Office is seeking a responsible, energetic, competent, and 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 community driven plans/projects.

### **MINIMUM QUALIFICATIONS:**

- Post-Secondary Degree or Diploma in accounting and/or business administration or equivalent working experience with the project management field
- **Required:** Proven training and experience with Project Management
- Proven communication skills verbal, written and digital
- Current CPIC\VSS

### **ESSENTIAL DUTIES:**

- 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
- Flexible schedule to accommodate work hours that may occur on evenings, weekends and/or statutory holidays
- Must have experience in the preparing and implementation of project action/workplans.
- Proficient in MS office Suite, Google Suite, and 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 multiple Beausoleil First Nation Departments as required.
- Strong motivational skillset with positive energy to mentor post-secondary summer students to be focused on utilizing students' area of study.

- Create and maintain comprehensive project documentation, plans and reports
- Willing to undertake professional development training as identified

**KNOWLEDGE AND SKILLS:**

- Knowledge and understanding of the Niigaaning G’Chi Mnissing Trust Agreement and Beausoleil Williams Treaty Settlement Trust (BWTST) community trust agreements
- Must understand the need to work within strict deadlines and the mandate of the BFN Trust Office and to seek direction where appropriate and as needed
- Working knowledge of Trusts and Investment Basics, or willingness to train in this area.
- Ability to work effectively and promptly with minimal supervision
- Must demonstrate excellent judgement, be of good character, trustworthy and demonstrate/maintain professional confidentiality
- Must be willing to take appropriate training as identified
- Project Management Training considered an asset, or related experience with monitoring projects as it relates to budget\reporting.
- Comfortable speaking to groups and planning/conducting community presentations and meetings
- Compile and prepare minutes of meetings as requested.

**Duration:** Term contract until March 31<sup>st</sup> 2023.

**Closing Date:** **Tuesday, May 24, 2022 @ 4:30PM**

**Hours of Work:** 35 hours per week, shift work, must be available for evening and weekends

**Rate of Pay:** \$25.00 per hour

**Eligibility:** Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member as well as **comply with BFN COVID19 safety and security policy.**

Direct Supervisor: Joseph Stup  
Trust Comptroller

Functional Supervisor: Dan Monague  
First Nation Administrator

**HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O’Gema Miikan, Christian Island, ON, L9M0A9  
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

**Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.  
We thank all who apply; however, only those selected for an interview will be contacted.*