



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



TREATY #3 INVESTMENT GROUP

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Project Coordinator
Category: Term position (1 year)
Location: Kenora, Dryden or Fort Frances, ON
Closing Date: Open until filled

Job Overview:

The Grand Council “Project Coordinator” will work in a variety of fields within the Economic Unit which include: energy, housing, trade, and exploring new economic projects and partnerships in Treaty #3.

Responsibilities:

- Answers telephone and relays calls and records messages
- Schedules, confirms, and arranges appointments and meetings of the Economic Development Unit
- As recommended prepares, takes minutes, edits and proofreads correspondence, and related material
- Co-ordinates and manages general administrative office services, such as accommodation, equipment, supplies and general office maintenance
- Makes arrangements, prepares and assists in Grand Council General Assemblies and other large events related to the Economic Development Unit
- Arranges travel itinerary for the Economic Development Unit
- Assist in the preparation of business-related presentations including text, overheads and electronic in form
- Build and maintain strong relationships with GCT3 staff, GCT#3 Councils, Treaty #3 Communities and Leadership.
- Develop and maintain strong relationships within the Treaty #3 Territory, and Economic Sector
- Represent Grand Council Treaty #3 at meetings, workshops and conferences as directed by immediate supervisor.
- Point of contact for all energy inquiries and information.
- Perform other related duties as assigned by GCT#3 Leadership and supervisor.
- Assist in the day to day administration of the TPU and GCT#3.

Qualifications:

- A college diploma in a related field is considered an asset.
- Experience in the energy sector or understanding of the energy sector is considered an asset.
- Experience with community outreach and engagement is considered an asset.
- Valid Ontario driver's license.
- Strong communication and relationship skills.

Preference will be given to those applicants with:

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs
- Experience communicating and building relationships with Treaty 3 communities.

Skills/Abilities:

- Excellent written and verbal communication skills that take into consideration the complexity of information and intended audience.
- Excellent planning and organization skills for event implementation and outreach.
- Ability to establish and maintain effective, respectful working relationships with GCT3 staff, Treaty #3 First Nations, and the general public.
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.

All interested individuals please apply to the following:

Human Resources Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

Please include three employment references, and able to provide a current Vulnerable Persons Check. We thank everyone for their interest, but only those chosen for an interview will be contacted.