



Keewatin Tribal Council

EMPLOYMENT OPPORTUNITY PROJECT COORDINATOR

Description:

Keewatin Tribal Council is seeking to hire a Project Coordinator to lead the development of an Indigenous Governing Body for Child and Family Services within our region. This work will include the development and ratification of a Child and Family Services law and regulations.

Under the direction of the Chief Executive Officer, the Project Coordinator will lead the development and scope of the child and family services law; define how services will be delivered and by whom; confirm that the Indigenous governing body is authorized to act on behalf of the Indigenous group, community or people; confirm the mandate of Indigenous governing body; and project further workplans and budgets for the Coordination Phase and implementation of the law.

Position Summary

The Project Coordinator will lead a team of regional and local personnel to engage the First Nations of Keewatin Tribal Council for the development of a First Nations child and family services law, secure a coordination agreement and confirm an implementation plan for the First Nations child and family services law.

Responsibilities:

- Developing, maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing technical and administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.

- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Qualifications:

- Master's degree in a related field of study.
- Five years of experience in related field.
- Working knowledge of OCAP (Ownership, Control, Access and Possession) principles.
- Knowledge and experience with indigenous governance, corporate development and governance instruments.
- Knowledge and experience with existing child and family services legislation as it pertains to First Nations child welfare.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers and various software platforms for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Ability to travel.

A written application with detailed resume, including at least two (2) references with written permission to contact the references and your latest immediate supervisor should be submitted to:

Lisa Beardy, Office Manager

23 Nickel Road

Thompson, Manitoba R8N OY4

Email: lbeardy@ktc.ca Fax: 204 677-0256

Closing Date: Friday, June 4, 2021 4:00pm

Late applications will not be accepted

We would like to thank those that apply for the position but only those being considered for an interview will be contacted. For further information or a full job description contact Lisa Beardy, KTC Office Manager.