



NIIWIN WENDAANIMOK FOUR WINDS PARTNERSHIP

Process Coordinator

The Niiwin Wendaanimok (Four Winds) Partnership is seeking a new **Process Coordinator** to join their team!

The Niiwin Wendaanimok (Four Winds) Partnership is a First Nation-owned and operated corporation dedicated to providing construction, contracting, and environmental monitoring services in Treaty 3 territory. With a mandate to employ Anishinaabe workers and assets in construction and development projects, the Partnership is committed to rebuilding our economy, being a major part of the regional economy and ensuring Anishinaabe laws and voices are respected throughout development processes within Anishinaabe territory.

The **Process Coordinator** will be responsible for high level strategic planning, visioning, and political coordination between governments, industry, and Nations. This individual will be facilitating meetings between the Niiwin Wendaanimok and the Government of Ontario, Government of Canada, and other local and/or national stakeholders. The **Process Coordinator** will be responsible for drafting agendas, working with the Administrative Assistant to oversee meeting logistics, and correspondence tracking for all discussions between Niiwin Wendaanimok and external parties.

Salary range: \$100,000 to \$125,000 depending on qualifications and experience.

Responsibilities

- Coordinate all tasks associated with Implementation of Terms negotiated in Phase 1.
- Coordination of development of ongoing Agreements with legal team for Phases 2 and 3.
- Support with Negotiations of outstanding terms for Phases 2 and 3.
- Quarterly presentation to the Board of Directors on HIA process, prepare and present presentations as required Task Force, Communities and to 3rd parties.
- Development of Materials and Participation at Annual Grand Assemblies with Treaty 3
- Monthly briefing notes for Chiefs & Treaty 3
- Coordination of Ceremonies with Elders & Protocol Advisor
- Coordination & Advisory Support Re: Federal Involvement on Twinning File
- Development of a Monitoring Framework for Anishinaabe Guardians Program
- Community Engagement Support for Guardians (Video documentary)
- Monthly Check-in meeting with Guardians and Development of Monthly Progress Report
- Supporting Guardians on quarterly presentations to communities (prep, delivery, reporting)
- Annual Guardians Success Report & Presentation of Results

Please visit

*<https://niiwinwendaanimok.com>
for more information!*

Skills & Qualifications

- Knowledge of Anishinaabe language, culture, traditions, and local communities is required.
- Experience working with Anishinaabe laws and Anishinaabe communities preferred.
- Equivalent work experience would be considered or Post-Secondary degree or diploma in Communications, and/or Public Relations would be an asset.
- Experience working on and managing large projects.
- Strong analytical and quantitative skills to develop reporting tools.
- Experience in developing, implementing, and following work-plans, budgets, and timetables.
- Management experience is considered an asset.
- Strong Human Resource Management Skills
- Experience developing and implementing engagement strategies and programs
- Valid driver's license.

If you believe you can make a strong contribution as the **Process Coordinator**, submit your resume in confidence to
Robyn Houle: rhoule@niiwinwendaanimok.com