



United Native Friendship Centre



Shooniyaa Wa-Biitong



Ministry of Natural Resources  
and Forestry

## **JOB OPPORTUNITY – Program Coordinator**

Contract Position – 1 Year with Shooniyaa Wa-Biitong  
*Location: Fort Frances, Ontario*

The Ogimaa Binesiiyog – Stewardship Youth Ranger (SYR) program is seeking a mature, dynamic and motivated individual to support this unique partnership as the Program Coordinator. The program consists of a partnership between the United Native Friendship Centre, Shooniyaa Wa-Biitong and the Ministry of Natural Resources and Forestry.

You will use your excellent communication skills to develop plans, administer and direct programs and activities related to the Stewardship Youth Ranger Program, under the supervision of the Partnership Specialist, MNRF in preparation for the summer of 2018.

### **Duties and Responsibilities:**

- Lead the coordination of projects and work schedules of the Team Leads, Assistant Team Leads and Rangers. Ensure a variety of projects relating to lands and waters, fish and wildlife, forestry, species at risk, and community outreach.
- Establish short and long-term plans for management of potential projects for the summer work program, ensuring a balance of work and education opportunities as well as a continuity of past projects.
- Support Team Leads in aligning the program and work plan with Fort Frances SYR-OB Partnership strategy, goals, objectives and practices.
- Communicate with local communities to present and discuss future projects.
- Develop and deliver promotional materials (i.e. presentations, event flyers, etc.).
- Contact with media to promote the program and projects and target a variety of audiences.
- Engage in recruitment by reaching out to local communities, schools, individuals and other organizations to promote the program.
- Coordinate specialty projects (i.e. Youth and Elders Summit, End of year BBQ, Canoe Trip).
- Provide guidance to Team Leads, Assistant Team Leads and Rangers while engaging with Elders by following traditional and ceremonial protocols, (such as offering tobacco); foster respect for culture and language while participating in SYR-OB events.
- Be familiar with local area agencies, including First Nation communities and municipalities in the Fort Frances District.
- Develop the annual budget for both teams, allocating partner funds to team projects, invoicing partners for funds, keeping track of program expenditures.

### **Knowledge of:**

- The Stewardship Youth Ranger program is an asset.



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- MNRF Program Areas, natural resource management practices and processes
- Ministry and government related policies, guidelines, and legislation (e.g. WHMIS, WDHD, WVP, SYR Guidelines, Occupation Health and Safety Act) to ensure the health and safety of the crews and work site locations.
- Group dynamics and team building, with the ability to identify potential conflict and making recommendations to supervisors.
- Knowledge of Anishinaabe cultural traditional protocols, language and other cultural activities considered an asset.
- Knowledge and understanding of personal computers/software including electronic mail, Microsoft Word/Excel and photo and/or video editing software.

### Qualifications

- A member of one of the 23 First Nation communities in the Treaty No. 3 Territory is considered an asset.
- Valid Ontario Driver's License- Class "G" is required.
- Hold or can obtain a Pleasure Craft Operators Card.
- Hold or can obtain Standard First Aid certification or Wilderness First Aid.
- Hold or can obtain Ontario Recreational Canoeing and Kayaking Association, (ORCKA) Level 2 Certification - CT3 qualification is an asset

Submit cover letter and resume by **February 28<sup>th</sup>, 2018 at 4:30pm** by mail, e-mail or fax to:

Glenda Henderson, Eastern Area Program Officer  
Shooniyaa Wa-Biitong: Employment and Training  
Email: [easternpo@shooniyaa.org](mailto:easternpo@shooniyaa.org)  
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OR

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