



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Employment Opportunity

Position Title: Outreach Coordinator
Location: Grand Council Treaty #3 Administrative Office, Kenora, ON
Closing Date: March 27, 2020
Salary: Negotiable
Duration: 8-month contract (with possible extension)

JOB OVERVIEW

Reporting to the Territorial Planning Unit Director, the Outreach Coordinator will help create the *Manito Aki Inakonigaawin* ("MAI") Toolkit and outreach activities of the Territorial Planning Unit ("TPU"). The Outreach coordinator will work with the Treaty 3 communities, the TPU, Grand Council Treaty 3 ("GCT3") staff and the Environmental Chiefs and MAI Working Group.

RESPONSIBILITIES

- Builds and maintains relationships with Treaty 3 communities and other organizations to stimulate information sharing.
- Meets with Treaty 3 Communities to gain an understanding of local issues and enhance working relationships with each community.
- Meets regularly with the Community Consultation Coordinator (or equivalent) to gain valuable input for the MAI Toolkit and TPU priorities.
- Develops engagement strategy to ensure community values are priority in the MAI toolkit.
- Organizes and attends meetings to present general information to Treaty 3 communities and acts as general point of contact for TPU on all MAI or related files.
- Represents Grand Council Treaty 3 at meetings, workshops, and conferences and / or as directed by an immediate supervisor.
- Assists in the day-to-day administration of the Territorial Planning Unit.

Qualification/Skills:

- A college diploma in environmental studies, administration or (indigenous) political studies is considered an asset.
- (2) years of current experience working with First Nations governance mechanisms is considered an asset.
- Excellent written and verbal communication skills that take into consideration the complexity of information and intended audience.
- 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.
- A valid driver's license and use of a reliable vehicle is required

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.

Submit Cover Letter, Resume with 3 References by Friday March 27th, 2020 to:

Oluoyinka Leigh, Human Resource Manager

Grand Council Treaty #3
P.O Box 1720 Kenora, Ontario P9N 3X7
Fax: 807-548-6356
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted.