

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## Proposal Writer Intern

## **PURPOSE OF THE POSITION**

Reporting to the Education Manager, with daily supervision from the Principal of the Matawa Learning Centre, the **Proposal Writer Intern** is responsible for identifying potential sources of funding to support current or new programs and services provided through the Matawa Learning Centre, and to initiate contact and prepare proposals to identified funders, including the preparation of proposals for the federal *First Nations Student Success Program* (FNSSP), *New Paths in Education* program, and the regional Student Nutrition Program.

## **SCOPE**

The Proposal Writer Intern will support the development and/or enhancement of programs and services being provided through the Matawa Learning Centre. By identifying potential funding partners, and supporting the building of relationships between these partners and Matawa, the Proposal Writer Intern will assist in developing the capacity of the Matawa Learning Centre to effectively address the needs of its students in a culturally relevant environment.

The Proposal Writer Intern will work with Matawa Learning Centre staff to identify potential sources of funding to support current or new programs and services for students. As a representative of Matawa, the Proposal Writer Intern will take a lead role in identifying and contacting potential funders, and in preparing proposals and/or presentations to private and government programs, as well as other agencies and organizations. There could also be an expectation to assist with research, policy writing and other administrative duties.

The **Proposal Writer Intern** shall conduct themselves in a professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures, and current Matawa First Nations Management policies.

## **RESPONSIBILITIES**

### 1 Identify potential sources of funding

#### Main Activities

- Work with Matawa Learning Centre staff to identify academic, social and mental health programs and services required by the Matawa Learning Centre students
- Research sources of funding currently being accessed by First Nations in Canada to support secondary school programs and students
- Research new funding sources and potential partnership opportunities to support identified needs

### 2. Initiate contact with identified funders

#### Main Activities

- Review funding priorities of potential funders and identifying how these relate to the needs of the Matawa Learning Centre and its students
- Identify individual contacts within potential funding organizations
- Make initial contact with identified individuals, where appropriate
- Build relationships with local, regional, provincial, national and international organizations that may support academic, social, and/or mental health programs and services for Matawa students

### 3. Prepare proposals for submission to identified funders

#### Main Activities

- Prepare initial letters and/or briefing notes for the Matawa Learning Centre Principal and/or Education Department Manager
- Write proposals to access funds to develop and deliver identified programs and services for the Matawa Learning Centre students
- Follow up with potential funders as necessary to track proposals and obtain feedback

### 4. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A post-secondary degree or diploma from an accredited university or college in Aboriginal Studies, Education, Communication, Marketing, Public Relations, Business Administration, or other field in the Business Program
- Knowledge of Ojibway is an asset

### **Skills**

The incumbent must demonstrate the following skills:

- Demonstrated facility in the use of Microsoft Office software (Word, Excel, PowerPoint) and electronic communications, including social media
- Ability to create and facilitate presentations for both internal and external audiences
- Ability to maintain friendly public relations and partnerships
- Ability to deal with stress and effectively manage time
- Ability to take initiative and make decisions when appropriate
- Strong critical thinking skills
- Ability to multi-task

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Proposal Writer Intern. The incumbent must also demonstrate the following personal attributes:

- Willingness to travel as required
- Hold a valid Ontario Driver's License
- Provide a current Criminal Record Check, including vulnerable sector, and current "negative" result tuberculosis skin test
- Ability to work on call as required

## **WORKING CONDITIONS**

### **Physical Demands**

The Proposal Writer Intern may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Proposal Writer Intern may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The Proposal Writer Intern may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Proposal Writer Intern may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The Proposal Writer Intern may be noisy and busy making it difficult for the Manager to concentrate.

### **Mental Demands**

The Proposal Writer Intern will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name                      Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature              Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Executive Officer's Signature              Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.