



# GINOOGAMING FIRST NATION

P.O. Box 89  
Longlac, Ont. P0T 2A0  
Tel: (807) 876-2242  
Fax: (807) 876-2495

---

## JOB POSTING

### PROJECT MANAGER

Reporting to the Band Manager, this position is responsible for coordinating and performing project activities and communication related to development of a Child and Family Services (CFS) Law for Ginoogaming First Nation.

#### DUTIES:

- Create an overall master project plan and budget for all activities.
- Act as a liaison and coordinator for consultants and internal resources, and perform direct project activities in various projects, including:
  - Development of a communication and community engagement plan to share information and gather input from community members.
  - Design and conduct a community self-assessment to understand strengths and challenges relevant to establishing a CFS Law
  - Conduct community engagement activities on a vision for jurisdiction over CFS
  - Research into other Indigenous CFS Laws
  - Strategic planning
  - Development of Law
  - Business plan that will include by-laws to establish mandate, authority, nomination process and governance policies, board structure, roles and responsibilities of board, service delivery model and staffing
  - Implementation and service delivery budgets
- Review all materials to be shared with the community and help to make sure information is easy to understand and can be accessed by all community members
- Receive and review work product and deliverables from each project, confirm meet project expectations, coordinate review by the Band Manager and approvals as required by Chief and Council
- Monitor progress on all projects and activities. Work with project resources to resolve issues as they arise, keep projects on track.
- Provide regular status reports to the Band Manager

**QUALIFICATIONS:**

- Relevant post-secondary education or training (may include business, social services, project management, communications)
- Experience in community engagement, communications, business planning, social services would be an asset
- Minimum 2 years work experience with project management responsibilities

**Please submit your resume to:**

Debbie Charles, HR Manager

[debbie.charles@ginoogamingfn.ca](mailto:debbie.charles@ginoogamingfn.ca)

FAX: 807-876-2495

PO Box 89, Longlac, ON P0T 2A0

**Closing Date: December 3, 2021**

Wage: TBD

**Only qualified candidates will be contacted for an interview**

**Complete Covid Vaccination required**

Criminal Record Check for Vulnerable Sector Screening may be required