



BILL C92 PROJECT COORDINATOR

Type of Position: 1–2-year Contract
30-35 Hours/Week

Closing Date: Until position is filled

Ginoogaming First Nation is seeking a dynamic Project Coordinator to perform and coordinate project activities and communication related to development of a Child and Family Services (CFS) Law for Ginoogaming First Nation.

Located on the beautiful north shore of Long Lake, Ginoogaming is a proud Anishinaabe community committed to advancing sovereignty, transparency, and sustainable growth. If you are committed to supporting children and families and believe in strengthening First Nations jurisdiction and culturally grounded services, we invite you to join our team and help support the implementation of Bill C-92 within Ginoogaming First Nation.

Key Responsibilities

- 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:
 - a. Development of a communication and community engagement plan to share information and gather input from community members.
 - b. Design and conduct a community self-assessment to understand strengths and challenges relevant to establishing a CFS Law
 - c. Conduct community engagement activities on a vision for jurisdiction over CFS
 - d. Research into other Indigenous CFS Laws
 - e. Strategic planning
 - f. Development of Law
 - g. Business plans 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
 - h. Other duties as required by band rep services
 - i. 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

Other Requirements:

- Be a role model to fellow staff by following and enforcing all policies and procedures.
- Display a commitment to the values and culture of Ginoogaming First Nation.

- Ability to provide a clear criminal record check.
- Eligibility to work in Canada.

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

Salary Range: \$60,000.00 per year

Please send your cover letter along with your resume to Krystal.Rondeau@ginoogamingfn.ca

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications.

Only applicants who meet the above criteria will be contacted for an interview.

Artificial Intelligence Disclosure

Ginoogaming First Nation does not use artificial intelligence or automated decision-making tools in its hiring or recruitment processes. All applications are reviewed by qualified human resources staff.