EMPLOYMENT OPPORTUNITY

ANISHINAABEK WIIDOSENDIWAK PROJECT COORDINATOR

RE-POST

ABOUT THE PROJECT

Anishinaabek Wiidosendiwak (formerly the Henvey Inlet First Nation Child and Family Wellbeing Project) is a transformative initiative by Henvey Inlet First Nation (HIFN) to assert jurisdiction over the care and protection of HIFN's children and families. Supported by Indigenous Services Canada, this project focuses on developing a child and family services law that reflects Anishinaabe values and traditions. Community engagement and consultation are integral to the project to ensure the new law meets the needs of children, youth, and families both on and off-reserve. Key partners include the HIFN Band Representative Program, the Anishinaabek Wiidosendiwak Working Group, engagement specialists Avaanz, and the law firm Fogler Rubinoff.

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Anishinaabek Wiidosendiwak Project Coordinator** to join our Administration for a 6-month contract *pending approved funding*. The Anishinaabek Wiidosendiwak Project Coordinator reports to the Band Representative Lead and will serve as a vital liaison between the community, the Band Representative Program team, the project's working group, and external partners, including the law firm Fogler Rubinoff and Avaanz. The Anishinaabek Wiidosendiwak Project Coordinator will play a critical role in ensuring smooth communication, coordination, and progress toward the development and implementation of HIFN's Child and Family Services Law and eventually, HIFN's own child welfare agency. This position requires strong organizational and interpersonal communication skills and a high-degree of self-motivation and initiative.

Henvey Inlet First Nation offers competitive wages, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Anishinaabek Wiidosendiwak Project Coordinator will be responsible to:

1. **Community Engagement**
   - Act as the primary point of contact for community members regarding the Anishinaabek Wiidosendiwak project
   - Build relationships with Henvey Inlet First Nation members to understand and implement best engagement and communication strategies
   - Organize and facilitate community consultations, workshops, and engagement sessions both on and off-reserve
   - Foster strong relationships with community members to encourage participation and ensure their voices are reflected in the law development process
2. **Communications**
   - Develop and disseminate communications to inform community members and key stakeholders of engagement opportunities (e.g., newsletters, invitations, social media updates, etc.)
   - Ensure consistent and clear communication between the HIFN leadership, community members, the Band Representative Program, and external partners
   - Collaborate with Avaanz and Fogler Rubinoff to ensure legal drafting aligns with community feedback and priorities

3. **Collaborative Practice**
    - Work closely with the Band Representative Program team to align project activities with existing prevention and protection initiatives
    - Support the Working Group by scheduling meetings, preparing agendas, and recording accurate minutes
    - Collaborate with the Band Representative Administrator, legal counsel, and external partners to advance the project
4. **Administrative**
    - Maintain a detailed project timeline, tracking milestones and ensuring deadlines are met
    - Prepare reports and presentations for leadership and funding agencies
    - Manage logistics for engagement events, including venue coordination, materials preparation, and travel arrangements
5. **Quality Management**
    - Solicit feedback from stakeholders and adjust engagement and communication strategies as needed
    - Ensure all communications and engagement efforts are culturally appropriate and reflective of Anishinaabe values and Henvey Inlet First Nation customs
6. **Other**
    - Maintain strict confidentiality at all times
    - Adhere to all HIFN Policies and Procedures
    - Participate in mandatory training workshops as required
    - Attend and actively participate in team, staff and community meetings
    - Other duties as assigned from time to time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

Basic Requirements

- Post-secondary education in Project Management, Communications, Indigenous Studies or a related field
- Previous project management experience, preferably within a First Nations community-based setting
- Current and satisfactory CPIC Vulnerable Sector Police Check
- Current First Aid and CPR Level C an asset
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint and experience with project management tools
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Willingness to travel for work

Additional Requirements

Knowledge:

- Understanding of First Nations and Anishinaabe cultures, values, and history
- Knowledge of Henvey Inlet First Nation community practices
- Familiarity with Inherent Jurisdiction Capacity Building initiatives, including in other First Nations communities across Canada

Abilities:

- Strong interpersonal and leadership skills
- Ability to build and maintain lasting, respectful and professional relationships key stakeholders
- Ability to develop and implement effective communication strategies across multiple platforms
- Ability to work effectively in a multidisciplinary team environment
- Ability to multi-task and manage competing priorities
- Experience with event planning and facilitation
- Ability to work independently with little supervision

Suitability:

- Self-motivated, proactive, and resourceful
- Empathetic and compassionate approach to community engagement
- Professional attitude with a strong work ethic and high level of personal integrity
- Commitment to ongoing learning and development
- Sensitive to Anishinaabe culture and values, and a role model within the community
- Available to work flexible hours, including evenings and weekends as needed

WORK CONDITIONS

This role involves working directly with community members, on & off reserve Band Members, the Child and Family Wellbeing Working Group, legal counsel, and other external stakeholders. Attendance at community & out of community events and engagement sessions is vital. The role requires sensitivity and professionalism when discussing the topic of child welfare and family wellbeing.

HOURS OF WORK

Full-Time – 35.5 hrs/week

WORK LOCATION

In-office

REMUNERATION

$22 to $38 hourly

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources
295 Pickerel River Rd.
Pickerel, ON P0G 1J0
Tel: (705) 857-2331
Fax: (705) 857-3021
Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.