



***Niiwin Wendaanimok Limited Partnership***  
***Employment Opportunity***  
***Project Coordinator***

**Location:** Kenora Region and Member Communities

**Overall Role:**

The Project Coordinator is responsible for high level strategic planning, visioning and political coordination between governments, industry and Nations. Involves facilitation of meetings between the Niiwin Wendaanimok and the Government of Ontario, Government of Canada, and other local and/or national stakeholders. The Project Coordinator is responsible for drafting agendas, working with the Administrative Assistant to oversee meeting logistics, and correspondence tracking for all discussions between Niiwin Wendaanimok and external parties. The Project Coordinator is also responsible for drafting response letters, press releases, and organizing press conferences for the Niiwin Wendaanimok. Lastly, the Project Coordinator is responsible for ensuring successful implementation of the Communications Plans for the Niiwin Wendaanimok entities on the Highway 17 Project.

**Skills & Qualifications:**

- a) Knowledge of Anishinaabe language, culture, traditions, and local communities is required.
- b) Experience working with Anishinaabe laws and Anishinaabe communities preferred.
- a) Equivalent work experience would be considered or Post-Secondary degree or diploma in Communications, and/or Public Relations would be an asset.
- b) Experience working on and managing large projects.
- c) Strong analytical and quantitative skills to develop reporting tools.
- d) Experience in developing, implementing, and following work-plans, budgets, and timetables.
- e) Management experience is considered an asset.
- f) Experience developing and implementing engagement strategies and programs
- g) Valid driver's license.

**Duties:**

- 1. Coordinate all tasks associated with Implementation of Terms negotiated in Phase 1.
- 2. Coordination of development of ongoing Agreements with legal team for Phases 2 and 3.
- 3. Support with Negotiations of outstanding terms for Phases 2 and 3.



4. Quarterly presentation to the Board of Directors on HIA process
5. Development of Materials and Participation at Annual Grand Assemblies with Treaty 3
6. Monthly briefing notes for Chiefs & Treaty 3
7. Coordination of Ceremonies with Elders & Protocol Advisor
8. Coordination & Advisory Support Re: Federal Involvement on Twinning File
9. Development of a Monitoring Framework for Guardians Program
10. Community Engagement Support for Guardians (Video documentary)
11. Monthly Check-in meeting with Guardians and Development of Monthly Progress Report
12. Supporting Guardians on quarterly presentations to communities (prep, delivery, reporting)
13. Annual Guardians Success Report & Presentation of Results
14. Misc. Advisory Support to the Tech Team and Board as required

**Compensation:**

The salary range for this position is \$100,000 per year, plus benefits, depending on qualifications and experience.

Flexible working arrangements will be considered due to Covid 19.

Along with a resume and cover letter, applicants must submit a current copy of their vulnerable sector check and two references.

Application packages can be mailed or emailed to:

HIRING COMMITTEE  
Niiwin Wendaanimok Management Inc.  
Wauzhushk Onigum Nation  
Golf Course Road  
Kenora, ON P9N 3X8  
E-mail: [admin@niiwinwendaanimok.com](mailto:admin@niiwinwendaanimok.com)

**CLOSING DATE: September 24, 2021 AT 4PM**

**Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.**

The Niiwin Wendaanimok (Four Winds) Partnership is an Indigenous owned and operated corporation dedicated to providing construction contracting and environmental monitoring services in Treaty 3 territory with a mandate to employ Anishinaabe workers and assets in development projects and ensure Anishinaabe laws and voices are respected in development within their territory. The Partnership is made up of representatives from the four communities of Wauzhushk Onigum Nation, Washagamis Bay First Nation, Niisaachewan Anishinaabe Nation and Shoal Lake 40 First Nation.