



**NOKIIWIN**  
TRIBAL COUNCIL

satellite office/ 384 FORT WILLIAM ROAD  
mailing address THUNDER BAY, ON  
P7B 2Z3

head office: BIINJITWAABIK ZAAGING  
ANISHINAABEK  
GENERAL DELIVERY  
MACDIARMID, ON  
POT 2B0

phone 807.474.4230

fax 807.474.4238

website [nokiiwin.com](http://nokiiwin.com)

## **EMPLOYMENT POSTING – Project Coordinator**

### **Term Contract to March 31, 2022 - Thunder Bay, Ontario**

Nokiiwin Tribal Council requires one (1) experienced, knowledgeable, and motivated Project Coordinator. Working in a team centered environment, and reporting to the Executive Director, the Project Coordinator will work with the G'minoomaadozimin Steering Committee, to develop strategies and tools in accordance Anishinaabe Culture and practices to address workplace Lateral Violence.

The Coordinator's primary function is to implement the objectives of the G'minoomaadozimin - Our Respectful Community initiative including coordinating a provincial conference, development of a sample toolkit and resources that help communities to implement Bill C-65 addressing workplace violence and harassment in the workplace. To achieve this important goal, the Project Coordinator must also consult on priorities, develop workplans and budgets, seek innovative solutions, pursue additional resources, measure success, build a central source of information, maintain professional networks, and advocate on behalf of communities.

#### **Preferred Qualifications**

- Experience with project management and project management principles
- Knowledge of mental health and lateral violence realities from a First Nation community and organizational context
- Experience working with Nokiiwin First Nations communities and organizations
- Strong communication, time management, and problem solving skills
- Strong documentation capacity with the ability to meet stringent deadlines
- Experience with facilitation and community engagement
- Experience in the delivery of workshops and training
- Experience with business writing and communications
- Possess a post-secondary degree or diploma in human resource management, health and safety or related field with proven experience in project management.
- Experience writing proposals and grant applications is an asset
- Must be computer literate including MS Office and internet use
- Fluency in Anishinaabe, knowledge and appreciation of Anishinaabe culture and heritage are assets
- Valid driver's license and current satisfactory criminal reference check is required
- Ability to travel to and work in Nokiiwin communities

Thank you for your interest; however only those selected for an interview will be contacted.  
Please send your cover letter, resume, and 3 working references by

**4:00 p.m. Monday, April 8, 2019 to:**

Hiring Committee

Nokiiwin Tribal Council

384 Fort William Road

Thunder Bay, ON P7B 2Z3

Fax: (807) 474-4238 E-mail: [reception@nokiiwin.com](mailto:reception@nokiiwin.com)