



FINANCIAL CAPACITY DEVELOPMENT COORDINATOR

Supervisor: Executive Director

Hours of work: Minimum 35 hours per week, Monday to Friday between 8:30 a.m. and 4:30 p.m.

Salary: To be determined based on qualifications.

Summary of Position:

Nokiiwin Tribal Council and Southern First Nation Secretariat have partnered on a new initiative intended to reach First Nation individuals and groups to provide training, development and networking opportunities in First Nation financial management.

We are seeking an experienced, knowledgeable, and motivated Project Coordinator who has experience with First Nation financial management and/or project coordination. The Coordinator will work closely with the Project Development / Management Team and a Steering Committee.

Salary commensurate with education and experience.

Preferred Qualification:

- Extensive experience with First Nation financial management preferred in either an accounting or project management capacity;
- Working knowledge of the principles and delivery mechanisms for adult education and essential skills training;
- Familiarity with the barriers faced by Indigenous people to employment and education;
- Excellent facilitation and report writing skills;
- Proficiency in managing large budgets responsibly;
- Valid Driver's License and current satisfactory Criminal Reference Check is required;
- Availability to travel, strong communication skills, time management, and problem-solving skills;
- Must be computer literate in MS Office and productivity software; and
- Knowledge and appreciation of Anishinaabek, Haudenosaunee and Lunaapeew culture and heritage.

Main Duties:

1. Facilitate individual and group training by:
 - Identifying, planning and scheduling training priorities;
 - Coordinating webinars and in-person training including arranging travel/facilities/web platforms, securing suitable trainers, and conducting evaluations; and
 - Develop and maintain an accessible repository of training materials.

FINANCIAL CAPACITY DEVELOPMENT COORDINATOR

2. Develop networks and liaise with financial management and accounting personnel as well as external parties such as government funding officers, auditors and project partners.
3. Develop and maintain a business registry of financial management training and accounting service providers:
 - Host sessions and social media to promote the creation of informal networks between project target groups; and
 - Promote the initiative and foster partnerships with educational and financial services institutions to meet shared goals.

Other Duties

As assigned by the Executive Director or designate.

Accountabilities:

- The Financial Capacity Coordinator is accountable to the Board of Directors, Executive Director, Government and Project funders as appropriate.
- All Nokiiwin Tribal Council Human Resource Policies and Procedures apply.

Working Conditions:

- Due to COVID-19 Safety Precautions, the Finance Capacity Development Coordinator may be required to work remotely from home which will require a home office and reliable internet.
- Ability to travel and work in First Nation communities in all seasons; and
- Must have valid Ontario Drivers license and access to reliable transportation.

Impact of Error:

Errors in omission, analysis, judgement, and in the rendering of advice could lead to inequitable outcomes, and/or legal and/or financial ramifications

Errors could lead to confusion in all communities; a breakdown of relationships between communities and/or with the tribal council; conflicts between Board members or between Board and staff; and unfavourable public relations



FINANCIAL CAPACITY DEVELOPMENT COORDINATOR

Control:

Subject to policy and direction from by-law or resolution, government legislation, and generally accepted financial policies, management practices, and professional conduct.

The following signature confirms that the Financial Capacity Coordinator acknowledges, understands, and agrees to fulfill the duties and activities outlined in this job description.

Accepted By: _____

Date: _____

Approved By: _____

Date: _____