



# Employment Opportunity

Position: **Finance Capacity Development Coordinator**  
Status: Full-time Contract  
Opening Date: January 19, 2021  
Location: Thunder Bay, ON

Posting Reference #: NTC20210119-FCDC  
Contract End Date: March 31, 2022  
Closing Date: January 29, 2021 (extended)

Nokiiwin Tribal Council Inc. was incorporated in 2006. Nokiiwin provides services to member First Nations within the Lake Superior Area: Animiigoo Zaagi'igan Anishinaabek, Bingwi Neyaashi Anishinaabek, Biinjitiwaabik Zaaging Anishinaabek, Fort William First Nation and Netimizaagamig Nishnaabek First Nation.

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.

## Summary of duties:

- Facilitate individual and group training
- Identifying, planning and scheduling training priorities;
- Coordinating webinars and in-person training including arranging travel/facilities/web platforms, securing suitable trainers, and conducting evaluations;
- Develop and maintain an accessible repository of training materials.
- Develop networks and liaise with financial management and accounting personnel as well as external parties such as government funding officers, auditors and project partners.
- 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;
- Promote the initiative and foster partnerships with educational and financial services institutions to meet shared goals.

## Preferred Qualifications:

- 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, culture and heritage.

Please send your cover letter, resume, and 3 work-related references by:

**12 Noon Friday January 29, 2021 to:**  
**Human Resources, Nokiiwin Tribal Council**  
384 Fort William Road, Thunder Bay, ON, P7B 2Z3  
E-mail: [hiring@nokiiwin.com](mailto:hiring@nokiiwin.com) | Fax: (807) 474.4238

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

*Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

